

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE

THURSDAY, JUNE 6, 2019

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 2, 2019.

1. Review minutes of:

- a. Housing Authority (April 15, 2019).

Comments from the Public

Communications

2. Communication from Supervisor Van Dyck re: Request that Corporation Counsel draft a resolution stating that no Brown County records, currently stored anywhere within the Veterans Memorial Complex, including but not limited to the Old Packer Hall of Fame, will be stored within the new Brown County Expo building when complete or within the Resch Center. In addition, I request that the appropriate County department develop a storage plan for all archived County documents for implementation no later than the 2021 operational and capital budget plan. *Referred from May County Board.*

Resolutions & Ordinances

3. Resolution Supporting Brown County's Digital Vision.

Treasurer

4. Per Brown County Ordinance 3.06(5)©, Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case #18CV1314:

<u>Parcel</u>	<u>Address</u>
HM-123	Finger Road
HM-124	425 S. Vandenberg Road

County Clerk

5. Budget Status Financial Report for April, 2019 – Unaudited.

Child Support

6. Budget Status Financial Report for April 2019 – Unaudited.
7. Director Summary for May 2019.

Technology Services

8. Budget Status Financial Report for April 2019 - Unaudited.
9. Director's Report.

Administration and Human Resources

10. Budget Status Financial Report for April 2019 – Unaudited.
11. Budget Adjustment Log.
12. Director's Reports.
13. CIP Update.

Veterans Services – No agenda items.

Other

14. Audit of bills.
15. Such other matters as authorized by law.
16. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, May 2, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Technology Services Director August Neverman, Child Support Administrator Maria Lasecki, Clerk of Courts John Vander Leest, and other interested parties.

I. Call to Order.

This meeting was called to order by Chair Tom Sieber at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Deneys, seconded by Supervisor Schadewald to amend agenda to take Item 10 after Comments from the Public. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 3, 2019 & April 17, 2019 (special).

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review minutes of:

a. Housing Authority (February 18, 2019).

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

Supervisor Megan Borchardt thanked the committee for moving their meeting to Thursday night, it was very helpful as she's a member of Public Safety and they meet on Wednesday.

Although shown in proper format here, Item 10 was taken at this time.

Communications – None.

Veterans' Services

2. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

Veteran Service Officer Joe Aulik was present; Director of Administration Chad Weininger spoke to the changes, which were detailed in the agenda packet material.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

3. Budget Adjustment Request (19-036): Reallocation between two or more departments, regardless of amount.

County Clerk Sandy Juno informed this was an opportunity they wanted to address several years ago but in the mist

of special elections it never took place. This year they only had two elections and a window of opportunity to take on a project. She hadn't budgeted anything for this project so a budget adjustment would allow them to start this year. Weininger informed this was their first request of contingency dollars of \$7,000 out of \$300,000.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. Budget Status Financial Report for February 2019 – Unaudited.

Motion made by Supervisor Vander Leest, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Departmental Openings Summary – April 2019.

Child Support Director Maria Lasecki informed they had a recent resignation of an Enforcement Specialist; recruitment was well underway. They had a current individual that was promoted from the department. They will be able to go through training collectively which helps a great deal and moves the process along.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Director Summary for April 2019.

Lasecki informed they received notice late yesterday that the Joint Finance Committee issued a memo indicating their intended actions and one was the repealing of the Birth Cost Elimination. The recovery of that was a huge income source for them; they recover \$.15 on every dollar and the GPR match was about \$363,000. She took the opportunity to testify with her counterpart from Door County at the Joint Finance hearing and met with Rep. John Nygren, who was very open and receptive and a great advocate for the Child Support program.

The Five Point Demonstration continued to move along, the application process was now closed and she was part of the review panel.

Lasecki informed the Wisconsin Counties Association magazine had an article featuring Child Support.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

7. Budget Status Financial Report for February 2019 - Unaudited.

Motion made by Supervisor Deneys, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Hall of Fame Box Move. *Held until next meeting.*

Technology Services Director August Neverman informed there were no significant updates. He'd have to defer to Administration with regard to looking at properties, for the closed session discussion.

Weininger informed a few things transpired and noted that when the architect looked at the design, they were looking at expanding the top mezzanine area. They found out they didn't need additional space they built in for PMI for mechanical so they were able to take that space off and move them back into another space reducing the cost further. That was the latest on that piece as opposed to looking for other sites and alternatives. It made sense to take their box storage from ARMS to fund their own location because it will save the county money as long as they buy the building or construct it on to another county-owned building. It should be a cost savings and operational savings which will free up additional levy that was needed. Those things they were still going to do but right now they were so far down that process they had to have a place for the boxes.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. **Director's Report.**

Neverman informed they had a turnover and they were recruiting for a replacement. Sorely missed.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Treasurer

10. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
AL-1094-3	347 Greene Ave
B-367-8	2476 Valley Heights Drive
HM-123	Finger Road
HM-124	425 S. Vandenberg Road
M-253-2	4550 Lark Road
M-332-2	3531 Park Road
M-760	3723 Wayside Road
R-235-1	Big Valley Road
R-319-1	Lasee Road
W-116	2569 Apple Creek Road
W-116-2	Apple Creek Road
1-936-B	1321 S. Broadway
1-950	827 Ninth Street
17-880	445 S. Baird St.
18-58	1117 Shea Ave.
20-400	Vanderbraak St.
20-413-7	1267 Weise St.
21-455-2	2221 Manitowoc Road
21-1614	1332 Klaus St.
3-40	852 Shawano Ave.

Treasurer Paul Zeller informed they began their foreclosure proceedings at the end of October every year. On November 1st they mail by certified mail the actual filing of foreclosure to all property owners and lien holders of those parcels. There was a redemption date on that communication stating the 2015 property taxes, interest, penalties and special assessments were due January 22, 2019. There was a hard date built into the filing. From that date if the taxes were not paid the property owner had the opportunity to go to a hearing before Circuit Court Judge Walsh on March 22, 2019. Six property owners did appear at hearing and were given 30 additional days. The remaining properties not represented (listed above) received a default judgement, a judgement for Brown County and the parcels ownership transferred to Brown County. The formal owners had the opportunity by statute and by county ordinance to request repurchase from this committee. He's not prone to recommend but it was in the ordinance. There was an individual present that would like to request repurchase. Throughout the foreclosure process, he was aided by Assistant Corporation Counsel Brent Haroldson; Haroldson was present for legal questions. Zeller informed that last year they did not do this because immediately after the judgement there were two requests to repurchase and they went to Judge Zuidmulder and he reversed the judgment and allowed repurchase, payment and taxes in full all years of those two properties. In this case there were no requests that came forward until last week.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to open the floor to allow interested parties to speak. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Gordon Kane, Jr. - 4645 Stark Rd., Denmark, WI

Kane informed the property he was interested in was his ex-wife's (M-253-2 4550 Lark Road). Both of their names

were on the property. His divorce was final 5/22/14 and he paid all of 2014's taxes and she kept telling him things were fine. When he found out what was going on he met with Zeller. He would love to be able to purchase the property back and had a cashier's check with the full amount of the taxes due. Sieber questioned if they had proof the property was in both of their names, Kane agreed.

Zeller informed prior to the foreclosure proceedings, they did a title report that identified the owners by name and any liens, mortgages or any encumbrances on the property. They were required to identify those and mail the foreclosure notices to those parties, which they did. In this case, there were not mortgage or liens. It was an important fact in this case, there was not a mortgage holder to step in and foreclose before them so the property had been owned by the former owner free and clear.

Schadewald questioned if there were any problems with him making a motion to let Mr. Kane buy the property back, were there any legal liabilities. Haroldson responded the committee had the authority by statute and ordinance to do so, his only question was who the property was awarded to through the divorce judgment? Kane informed that he talked to his attorney and he was purchasing it from the county as it was in Brown County's name. Haroldson didn't believe it would put the county in the middle of a dispute, it would be between those two individuals. The county would be selling back to him and he was the one making the request, that's how he would execute any deed off the decision this committee made.

Zeller heard from Dawn Kane by phone and made her aware of the meeting date and time, the date and time change and that there was this opportunity. He also mailed the notice to her work address as she requested.

Zeller requested that the sale not be treated as a redemption of the 2015 taxes but as a full making of the county whole of the 2015-2018 taxes including interest and penalty and special assessments right through the fees they charged for newspaper ad and title work.

Kneiszel questioned the value of the property, noting they were potentially giving away revenue by the sale of the property as the county now owned it. Zeller informed the assessment on the land value was \$28,300 and the improvement value was \$35,500 with an estimated fair market value of \$70,600. It was called out in statute that preference may be given by the County Board for situations. Kneiszel understood that someone was notified of taxes being due for four years and it was ignored and court dates were ignored. Zeller informed the requirement upon the county was to send to the last known mailing address to which they sent the tax bills. He can document each attempt to deliver from the postal service in addition to the dozen or so attempts to deliver certified mail, at a minimum of 5 times per year they send a reminder to delinquency notices too so this property had received to the property address 25 reminders or notices over time. Mr. Kane was apparently not at that address but after the divorce the property still remained titled in both of their names so he was a former owner by definition.

Responding to questions from Sieber, Kane informed his ex-wife was staying at the property, including his 13-year old son and they would stay there. He didn't want to lose the property as he had a lot of money invested into it. Haroldson informed he would draft the deed to be typed solely into Mr. Kane's name since he was the individual here.

Schadewald stated if they sell it to Mr. Kane, he will get the future property tax bills. Zeller informed he was provided an address.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to allow the Treasurer to sell back Parcel M-253-2 for the amount of \$5,570.53. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to give the Treasurer the authority to continue processing the remaining properties. Vote taken. MOTION CARRIED UNANIMOUSLY

Back to item 2 at this time.

11. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcel from the 30 DAY EXTENSION ORDER of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
3-1063-2	227 S Buchanan St.

Zeller informed this parcel was separate from the other 20 because it was granted 30 additional days to pay by the Judge because the story they were told, there was an attempt to sell and there were realtors involved and they failed to pull a deal together by April 22.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to give the Treasurer the authority to continue processing the property. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Discussion and possible action on the sale to adjoining property Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 16CV1378:

<u>Parcel</u>	<u>Address</u>
5-598-B	Dousman St.

Zeller provided a handout and explained it was a 1'x10' property. The owner was deceased. The total bill for tax purposes was \$9 over 4 years. The county owned it and it was up to this committee on who to sell it to. He sent a letter and spoke to Widmer Properties LLC who noted he'd be interested in it. Sieber suggested negotiating, even if they just take it to save paperwork and time as he wasn't worried about the \$9. Zeller informed he was fine with a loss on the property, even though there was gain or loss on sale of tax deeds. It would be \$9, \$3.33 of interest and penalties accrued and \$150 for legal notice and title work, etc.

Motion made by Supervisor Deneys, seconded by Supervisor Vander Leest to allow the Treasurer to negotiate the sale of the parcel to Widmer Properties LLC. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Review of Treasurers Dept. Final Budget Performance Report for 2018.

Zeller informed they were solidly in a positive return. A quarter point difference in interest rates either up or down affected the portfolio return, the actual dollar return, about \$240,000. They positioned the portfolio last year to capture the higher interest rates. He would project that they may see a decrease in interest rates by the Feds but it won't hurt them 2019 but 2020.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Budget Status Financial Report for Jan. - March 2019 – Unaudited.

Zeller stated that the Internal Auditor informed him that March was not finalized so he will bring back next month.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Treasurer's Report.

Zeller informed they had a maternity leave for 12-weeks; they were bringing in a former Treasurer's Department retiree for as many hours as she could give them but noted they will still be short-handed.

As far as the property tax collection agreements; he felt they had been very accommodating for the municipalities but was still catching flack. The first installment property tax collection was a municipal duty in statute to collect their winter taxes. There were several municipalities that were exploring collecting their own taxes for this coming year. Corporation Counsel Hemery extended the deadline to June 30, 2019 for return. There were several municipalities that contacted the software company to determine how they could do it themselves.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Administration

16. Budget Status Financial Report for February 2019 – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. 2018 Balanced Budget Adjustment.

Weininger informed this was their year-end bigger picture; overall in 2018 they finished the year extremely well, roughly \$3 million were unassigned fund balance but in 2019 they had a \$3 million expenditure making it net zero. Weininger briefly went over the budget overdraft and shortfall appropriations noted in the resolution.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Budget Adjustment Log.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Director's Report.

Sieber requested that an update on Health Insurance be on next month's Director's Report as it seemed to be the biggest budget item. Weininger informed by ordinance they are to bring something to the committee prior to the budget. Sieber would like a little more comprehensive update in June. Weininger informed they were projecting increases; they were basically about a million dollars short and had to come up with it and asked Associated to look at everything; were there better benefits, etc.

5-Year Capital Improvement Plan – Public Works Director Paul Fontecchio informed Weininger that CTH ZZ looks like it's going to fall off into the river, a large section and would require \$1.6 million in expenses this year which they did not have budgeted. Human Services Director Erik Pritzel informed that he doesn't believe he will need the full amount set aside but did need it in 2020 as opposed to 2021. He also spoke with Assistant Parks Director Matt Kriese that for the fairgrounds, he didn't need it in 2019 or 2020 but he needed it for 2021. There was a lot of ebb and flow and he may have to redo the CIP and bring it forward to the Executive Committee. He didn't like to do it this way but there were some other issues happening with 911 that need to be taken care of, etc. A lot of it was reshuffling of money which was extremely hard to do in a short period of time because they had to look at the cash flow of the year coming in but they had to take care of the issues that were before them. Schadewald stated the CIP was something this committee would like to know about and should be looking at because of the flow of the sales tax, the budget, etc. They should see the pieces moving as well. Weininger informed that was the intent, he had to work through numbers yet and will brief the committee.

Expo Center – They had a tentative agreement with PMI, a management agreement for the Expo and an updated lease agreement for the Resch Center. They will be bringing the agreements to Executive Committee and a Special Education and Recreation Committee before County Board.

2018 Year End Audit – They had the auditors here to go over everything.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

20. Director's Report.

Class and Comp w/Clerk of Courts and Circuit Courts - They had employees work with their management team to submit job descriptions to HR. HR then reviewed those. They also sat down with the Judge's working group to help narrow some of the counties that were better comparable and pulled those. They now had a rough out for the

Judicial Assistants and Court Coordinators. He felt they were really close and were waiting to hear back from the Judges. As soon as those are done they will sit down with Clerk of Courts Vander Leest and go over it one more time.

**Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Other

21. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law.

The July meeting fell on the 4th of July, a brief meeting will be scheduled on July 17th if pressing items may come up.

23. Adjourn.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to adjourn at 7:00 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein
Administrative Coordinator

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 15, 2019, 3:30 p.m.
Northern Building, 320 E. Walnut St., Room 200
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Stephanie Schmutzer, Patrick Leifker, Kathy Meyer, Zach Chartrand, Devin Yoder, Cheryl Renier-Wigg, Katie Olbinski, and Matt Roberts.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 18, 2019 meeting of the Brown County Housing Authority.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the minutes from the February 18, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Communication regarding a visit from our HUD Portfolio Management Specialist in May.

A. Kofoed stated that on Wednesday, May 15, 2019, at 3:00pm, Scott Koegler from HUD will be visiting Green Bay for a meet & greet. He is inviting commissioners; however, A. Kofoed stated that there can only be two commissioners, anything more than two would be considered a public meeting. The meet & greet will be held at the Northern Building, 3rd floor, room 391. If interested in attending, please let C. Goddard know.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

There were 149 preliminary applications for March.

B. Unit Count

The unit count for March was 2,874.

C. Housing Assistance Payments Expenses

The March HAP expense totaled \$1,338,801.

D. Housing Quality Standard Inspection Compliance

There were a total of 335 inspections conducted for March. Out of the 335 inspections; 164 passed initial inspection, 54 passed re-inspection; 92 failed; and 25 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

For the month of March there were 295 port outs with an associated HAP expense of \$282,551.00. ICS was under spent by \$1,795.36 and the FSS underspent by \$120.52.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In March there were 79 active FSS clients, 56 clients in level one; 13 clients in level two; 1 client in level three and 9 clients in level four. There were 3 new contracts signed, 0 graduate, 38 active escrow accounts and 47 active homeowners.

G. VASH Reports (new VASH and active VASH)

For March there were 3 new VASH clients, for a total of 36 active VASH clients.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For March, there 27 total investigations, 6 new investigations, 17 active cases and 4 cases closed. There were 192 new applications processed, 190 were approved and 2 were denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay and DePere. Applications by Municipality is as follows: Green Bay, Other (outside of Brown County) and DePere.
- I. Quarterly Langan Denials Report.
Reviewed the first quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown.
- 57 percent of the head of households are elderly or disabled;
 - 30 percent of the head of households are not elderly or disabled but there is earned income in unit;
 - 10 percent of the head of households are not elderly or disabled with no earned income but with dependents;
 - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation.
Reviewed the first quarter of 2019 terminations, there were 66 total terminations.
- L. Quarterly Customer Service Satisfaction.
84 percent indicated customer service was excellent, 12 percent very good, 1 percent good, 1 percent fair, and 2 percent poor.

OLD BUSINESS:

4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.

A. Kofoed stated that as of March 8, 2019, HUD approved Chuck Lamine's waiver.

5. Update on ICS Letter to HUD regarding the portability waiver.

A. Kofoed provided an update on the ICS letter to HUD regarding the portability waiver. HUD will be forwarding our letter to HUD headquarters. HUD explained that they would not be recommending approval of our request. HUD explained that generally waivers for portability are approved for housing authorities that are currently in shortfall. HUD recommended that one potential option to decrease portability would be to increase project based vouchers as it limits the number of potential portable housing choice vouchers.

Matt Roberts, from ICS, stated that the figures that were pulled together and put in the waiver indicated the amount of half dollars we spent annually in 2018 for port-out vouchers being utilized outside of Brown County equated to 24% of our total half budget. M. Roberts stated this is extreme for ICS, but for HUD it is not.

NEW BUSINESS:

6. Consideration and review of a presentation by Freedom House regarding the programs they offer.

Zach Chartrand, Coordinated Entry Specialist at Brown County Homeless & Housing Coalition attended the meeting to provide a brief overview of the Freedom House shelter. Freedom House is a shelter for single moms & single dads and couples in our community. Z. Chartrand briefly described the 8-12 week program and services for families at the shelter.

C. Goddard asked if there was a connection with the shelter program and housing support. Z. Chartrand stated that building better relationships with landlords is important. The biggest barrier that the Freedom House is running into is that landlords are not as receptive with individuals on vouchers as they would like. Z. Chartrand explained that there appears to be a stigma associated with individuals on section 8 vouchers (that they're lazy or may create more problems than people who are not on vouchers), and landlords may have had a previous bad experience with someone on the ICS voucher.

A question was asked if background checks were completed on individuals staying at the Shelter. Z. Chartrand stated yes.

The coordinated entry process to housing is a HUD mandate for programs that operate on permanent supportive housing, transitional housing or rapid rehousing. The chronically homeless population utilize the most emergency services. The coordinated entry process is geared toward getting these individuals into the housing program that they qualify for, and that they have the supportive services they need.

7. Consideration and review of drafted housing goals and potentially the drafted housing chapter for the Brown County Comprehensive Plan.

Devin Yoder, Senior Planner, presented the draft housing goals and objectives of the Housing chapter of the Brown County Comprehensive Plan. D. Yoder provided a brief overview of the comprehensive planning process. The Planning department is currently updating the comprehensive plan that was last updated in 2007.

T. Deidrick voiced concern around the lack of housing for persons with disabilities and the need for this to be addressed. Discussion occurred.

Question asked if Planning staff was looking to have community groups provide input. D. Yoder indicated yes, staff would be interested in contacting them. T. Deidrick stated that the Advocacy Coalition - with one of its main objectives being housing, would be interested in reviewing the housing chapter and providing input. T. Deidrick will provide a contact person/number to D. Yoder.

A motion was made by A. Hartman, seconded by T. Deidrick to receive and place on file the draft housing goals of the Housing chapter for the Brown County Comprehensive Plan. Motion carried.

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

P. Leifker stated an annual requirement of the program is to reevaluate the utility allowances. P. Leifker stated that each page of the handouts in the packet are relative to the size of the unit, from a 0-6 bedroom unit. The data compiled is from utility sources throughout the county and all the information is combined into general equations that give us the output. This year, overall, natural gas and electric remains constant across the board, oil and wood is up, and bottled gas also increased. As this relates to our participants, the majority utilize natural gas and electric. Discussion occurred. With approval, these will go into effect July 1, 2019.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the updated utility allowances for the Housing Choice Voucher Program. Motion carried. J. Fenner abstained from voting.

9. Consideration with possible action of amending the BCHA bylaws to include a new meeting location.

A. Kofoed stated that Brown County staff would like to move board meetings to the Brown County Northern Building. This would be a better location for staff, and would help further

the transition from Green Bay to Brown County. Staff will keep bylaws flexible to allow multiple meeting options.

Discussion occurred on the lack of parking and handicap parking accessibility for the public coming in to the Northern Building for meetings. A. Kofoed stated that we don't have a designated parking lot for the public.

A. Kofoed stated staff could explore other meeting locations, possibly hold the meetings at Green Bay Metro. A. Kofoed also stated he could check with United Way on parking in their parking lot. A. Kofoed stated that staff could look into budgeting costs for parking to reimburse Board commissioners for parking costs. Board commissioners parking vouchers are still good and are able to park at the City until the end of the year.

A motion was made by A. Hartman, seconded by J. Fenner to table for further discussions of consideration of moving the meeting location from City Hall to the Northern Building. Motion carried.

10. Consideration with possible action of backdating a one-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that he has been reviewing files/contracts and putting together a list of all of the private based vouchers contracts. In doing so, he found that a contract that was originally with First Equity LLC in Denmark expired in July, 2018, and purchased by BlueStone Realty LLC in November 2018. A. Kofoed indicated that he and ICS communicated with HUD and they suggested two options. Backdate the contract to one year or ICS would have to edit their reports. A. Kofoed stated this is for four vouchers. A. Kofoed spoke to the property owner and talked about the program and process, and the owner is open to the idea of backdating the contract. Staff recommends approval of extending the contract for the following reasons: there are roughly only 12 vouchers in Denmark; it meets HUD deconcentration criteria; it prevents staff from having to change past reports to HUD, and it does not make any potential changes for tenants. A. Kofoed stated that if the board approves, we can invite the owner to attend a meeting to discuss more about the contract and the program.

A motion was made by A. Hartman, seconded by J. Fenner to approve backdating one-year the Project Based Voucher contract with BlueStone Realty. Motion carried.

11. Consideration with possible action of extending a five-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that this contract would be from July of this year to July of 2024. A. Kofoed explained that normally contracts are a lot longer, however with this being new and there are a couple of things staff is looking at administratively, staff decided to make this one only a five-year contract.

A motion was made by A. Hartman, seconded by J. Fenner to extend a five-year contract with BlueStone Realty. Motion carried.

BILLS AND FINANCIAL REPORT:

12. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills. House of Hope, one of the public service grants - 100% of their grant. Neighbor Works has been handing out down payment assistance loans.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the BCHA bills. Motion carried.

13. Consideration with possible action on acceptance of BCHA financial report.

Adam K. presented the BCHA financial report.

A motion was made by T. Deidrick, seconded by A. Hartman to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

14. Administrators Report

A. Individual meetings between board members and Brown County staff

A. Kofoed stated that he and Chuck Lamine would like to have individual meetings with each Commissioner in an effort to build the relationship between board members and staff. A. Kofoed will schedule these individual meetings for May or June.

B. GAP Financing
i. Cash Balances by Fund

A. Kofoed provided a presentation via PowerPoint on GAP Financing. A. Kofoed explained what gap financing is, established why there is a need for gap financing for the Housing Authority, and identified the tools to make it effective and the pros and cons to several approaches.

C. Survey

A. Kofoed asked board members to complete the survey.

15. Date of next meeting: May 20, 2019 at City Hall

A motion was made by A. Hartman, seconded by T. Deidrick to adjourn. Motion carried.
Meeting adjourned at 4:45pm

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: May 15, 2019

Agenda No.: 5a - Late Communication

Motion from the Floor

I make the following motion:

Request that Corporation Counsel draft a resolution stating that
no Brown County records, currently stored anywhere within the
Veterans Memorial Complex, including but not limited to the Old
Packer Hall of Fame, will be stored within the new Brown County
Expo building when complete, or within the Resch Center.

In addition, request that the appropriate County department
develop a storage plan for all archived county documents for
implementation no later than the 2021 operational and capital
budget plan

Signed:

A handwritten signature in black ink, appearing to be "Jim Van Dyke", written over a horizontal line.

District No.

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

June 19, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION SUPPORTING BROWN COUNTY'S DIGITAL VISION

WHEREAS, Brown County recognizes that a digital transformation is happening all around us, and that it touches every aspect of our personal and professional lives; and

WHEREAS, Brown County has been working to establish a Digital Vision over the past year to determine a set of guiding principles and identify other points of interest for the community through the services the County provides; and

WHEREAS, the Digital Vision established by Brown County is contained in the attached document entitled, "Digital Brown County"; and

WHEREAS, Brown County will have a better chance of success in dealing with the challenges of digital transformation if the community collaborates as these technological changes continue to take place; and

WHEREAS, Brown County needs to look ahead and be willing to lead to capture opportunities from the digital economy to help our community prosper and grow in the future.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does hereby support Brown County's Digital Vision and embraces this digital transformation, in order to foster a place of opportunity worth living and working in; and

BE IT FURTHER RESOLVED that Brown County shall reimagine the services we provide by embracing digital technology in a way that is inclusive and respectful to everyone's personal and professional information and needs; and

BE IT FURTHER RESOLVED that Brown County shall create digital ethical guidelines, develop a communications plan, update County processes to ensure success, analyze the potential

digital opportunities, work collaboratively to create a project plan, share progress and educate the community, and continue this cycle.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-047R

Authored by County Executive

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

EXECUTIVE

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Troy Streckenbach

PHONE (920) 448-4001 FAX (920) 448-4003

BROWN COUNTY EXECUTIVE

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 05/31/2019
REQUEST TO: Administration Committee
MEETING DATE: 06/05/2019
REQUEST FROM: Troy Streckenbach
County Executive
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION SUPPORTING BROWN COUNTY'S DIGITAL VISION

ISSUE/BACKGROUND INFORMATION:

Brown County recognizes that Digital Evolution is happening all around us, touching every aspect of our personal and professional lives. Brown County is looking to adopt a Digital Vision so that we are able to foster collaboration within government and the community, capture opportunities for Brown County to prosper and grow, and position Brown County as a leader in Wisconsin and the Upper Midwest.

ACTION REQUESTED:

To approve/enact

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

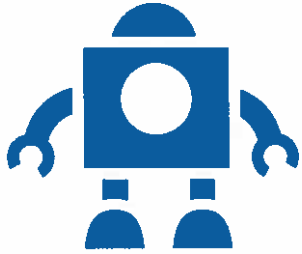
1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? (\$)
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account?
 2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



Digital Brown County

So What Is Digital?



Some people define digital by the use of technology. Some people define it as a new way to engage with customers, and finally others see it as an entirely new way to conduct business.

Karel Dorner and David Edelman, McKinsey & Company

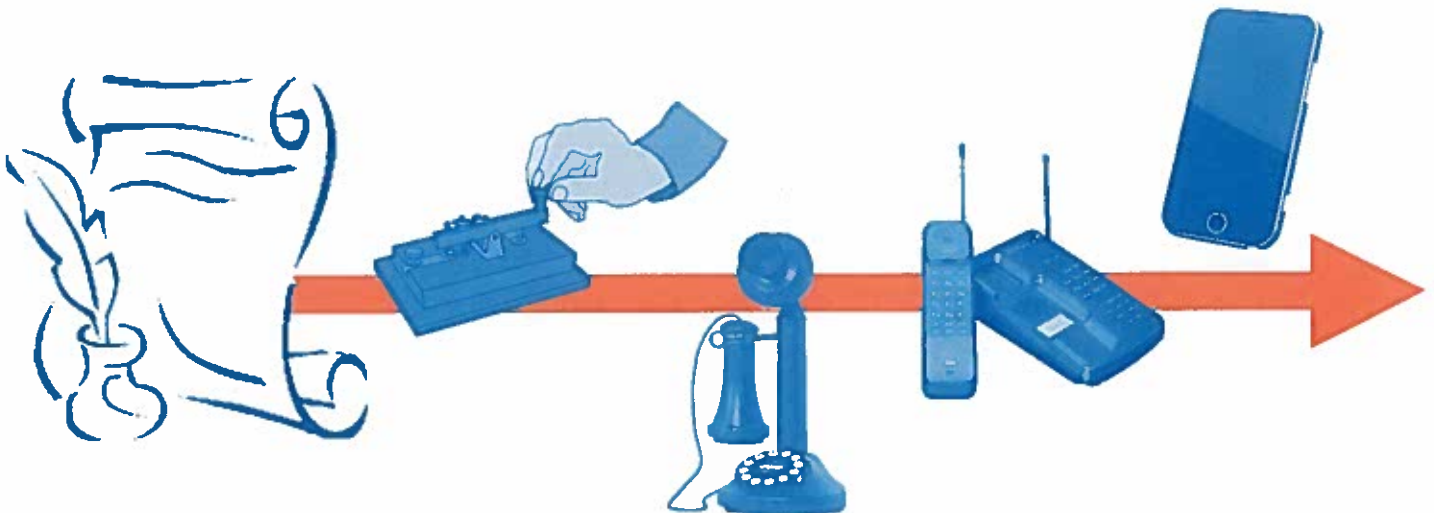
What Does Digital Evolution Mean to Brown County?

Digital Evolution is a rethinking of how an organization, uses technology, people and process to pursue new business models and revenue streams that better meet the evolving expectations of our residents for services that municipal government provides.

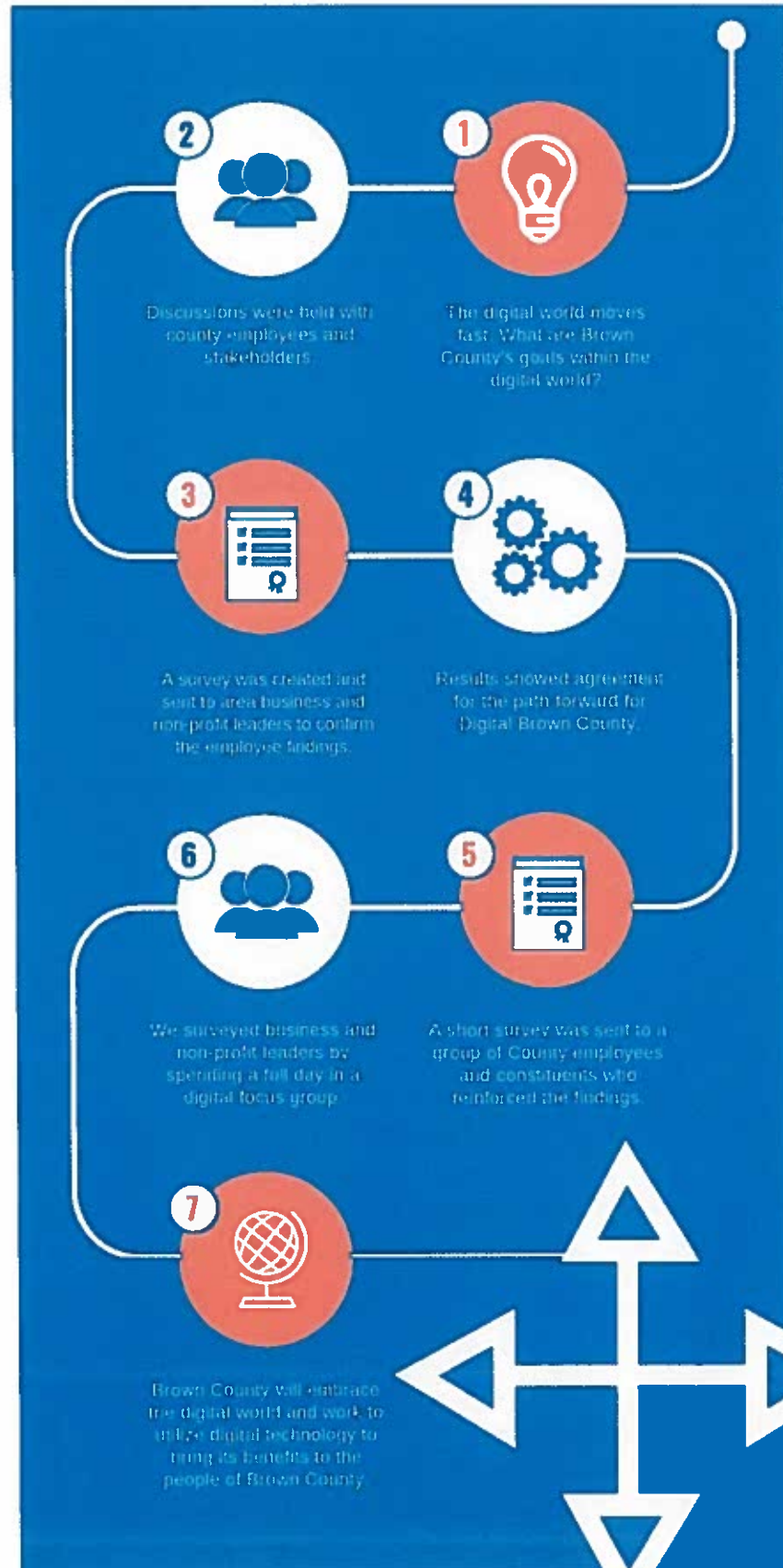
Why do we need a Digital Vision Statement?

Brown County recognizes that Digital Evolution is happening all around us, touching every aspect of our personal and professional lives. Brown County will adopt a Digital Vision so that we may:

- Foster collaboration within government and the community.
- Capture opportunities for Brown County to prosper and grow.
- Position Brown County as a leader in Wisconsin and the Upper Midwest.



The Journey to the Brown County Digital Vision Statement



Brown County Digital Vision Statement.

Brown County will reimagine the services we provide by embracing digital technology in a way that is inclusive and respectful to everyone's personal and professional information and needs.

Brown County Digital Mission.

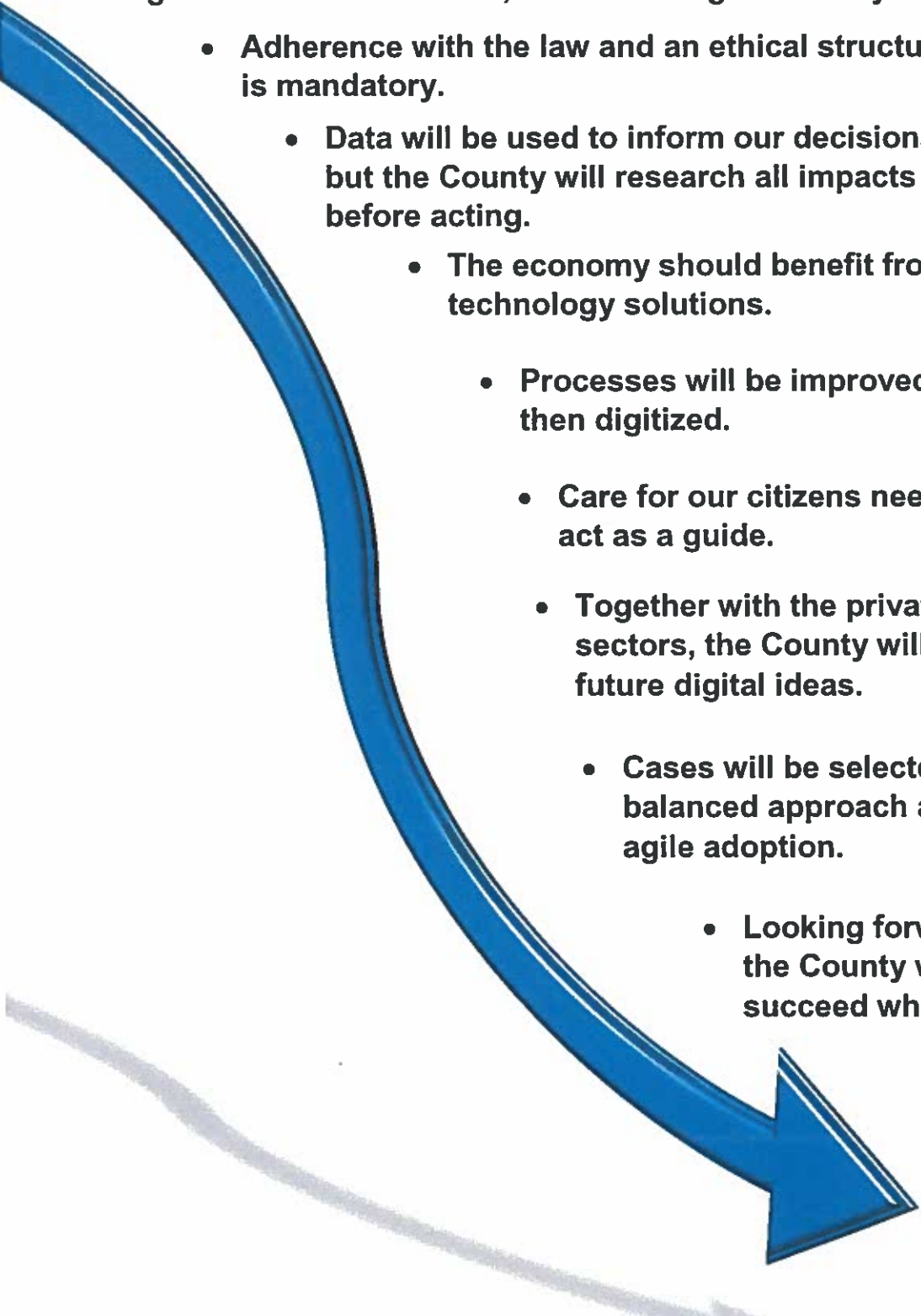
Brown County will set a new standard in Wisconsin by providing the infrastructure necessary to empower everyone to create digital opportunities, educate our community on how to handle the Digital Evolution, and further ideas on how to support small entrepreneurs, narrow the digital divide, innovate government processes, and grow the economy in all the right ways.

How to Live THE Brown County Digital Way.

We will...

- Teach the community how to manage the digital evolution.
- Respect the citizen's wants and needs.
- Support and build a community that welcomes digital entrepreneurs.
- Utilize innovative thinking to showcase Brown County as a regional leader.

The Way Forward

- 
- Digital access is essential, but not all digital activity is essential.
 - Adherence with the law and an ethical structure is mandatory.
 - Data will be used to inform our decisions, but the County will research all impacts before acting.
 - The economy should benefit from technology solutions.
 - Processes will be improved then digitized.
 - Care for our citizens needs will act as a guide.
 - Together with the private and education sectors, the County will be the anchor for future digital ideas.
 - Cases will be selected through a balanced approach allowing for agile adoption.
 - Looking forward optimistically, the County will focus on how to succeed when adversity arises.

**“One small step for
man, one giant leap for
mankind”.**

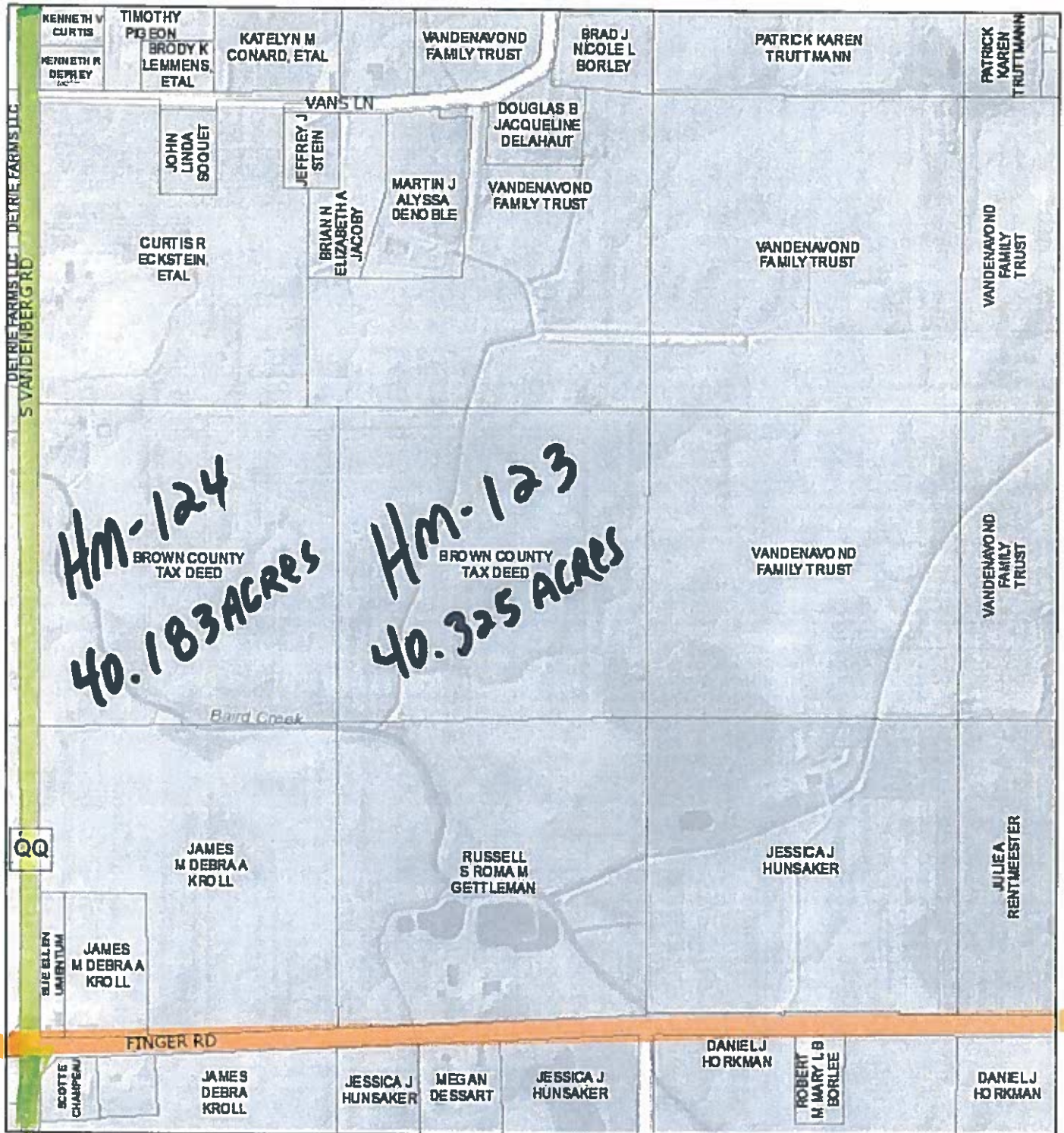
-Neil Armstrong



Brown County's Next Steps

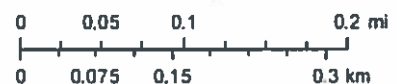
- Create digital ethical guidelines
- Develop a communications plan
- Update County processes to ensure success
- Analyze the potential digital opportunities
- Work collaboratively to create a project plan
- Share progress and educate the community
- Continue the cycle

Part of Brown County WI



5/30/2019 4:40:47 PM

1:7,200



Brown County
Brown County WI

4/08/19

BROWN COUNTY LAND RECORDS SYSTEM
OUTSTANDING TAXES PAYOFF FIGURES

10:49:05 3
LRSPG113

PARCEL NO: HM-123

CURRENT OWNER: BROWN COUNTY TAX DEED

PROPERTY LOCATION: FINGER RD

PAYOFF DATE: 04 / 2019 ENTER DATE AND CMD 2 FOR NEW FIGURES

X YR	GENERAL DUE	INT/PEN	SPECIAL DUE	INT/PEN	CHARGES DUE	TOTAL DUE
— 2018	133.70	4.01	20.16	.60	.00	158.47
— 2017	128.80	28.98	20.16	4.53	.00	182.47
— 2016	135.00	54.68	20.16	8.16	.00	218.00
— 2015	133.50	78.10	20.16	11.79	200.00	443.55
— 2014	.00	.00	.00	.00	.00	.00
— 2013	.00	.00	.00	.00	.00	.00

TOTAL	531.00	165.77	80.64	25.08	200.00	1,002.49
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Enter 'X' and press: CMD 3 - Remove tax years
CMD 1 - Return to previous screen

4/08/19

BROWN COUNTY LAND RECORDS SYSTEM
OUTSTANDING TAXES PAYOFF FIGURES

10:49:41
LRSPG113

PARCEL NO: HM-124

CURRENT OWNER: BROWN COUNTY TAX DEED

PROPERTY LOCATION: 425 S VANDENBERG RD

PAYOFF DATE: 04 / 2019 ENTER DATE AND CMD 2 FOR NEW FIGURES

X YR	GENERAL DUE	INT/PEN	SPECIAL DUE	INT/PEN	CHARGES DUE	TOTAL DUE
— 2018	1,356.20	40.69	185.09	5.55	.00	1,587.53
— 2017	1,305.60	293.76	160.09	36.02	.00	1,795.47
— 2016	1,374.00	556.47	185.09	74.96	.00	2,190.52
— 2015	1,358.90	794.96	185.09	108.28	200.00	2,647.23
— 2014	.00	.00	.00	.00	.00	.00
— 2013	.00	.00	.00	.00	.00	.00

TOTAL	5,394.70	1,685.88	715.36	224.81	200.00	8,220.75
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Enter 'X' and press: CMD 3 - Remove tax years
CMD 1 - Return to previous screen

Menu » Statutes Related » Statutes » Chapter 74

74.09(6)

(6) EFFECT OF FAILURE TO RECEIVE. Failure to receive a property tax bill does not affect the validity of the general property taxes, special taxes, special charges and special assessments levied or the collection of delinquent general property taxes, special taxes, special charges and special assessments.

History: 1987 a. 378; 1989 a. 31; 1991 a. 39, 60; 1993 a. 399; 1995 a. 27, 454; 1997 a. 27; 2003 a. 33, 95; 2007 a. 20, 121; 2015 a. 55.

Cross-reference: See also s. Tax 12.073, Wis. adm. code.

Menu » Statutes Related » Statutes » Chapter 74

2013-14 Wisconsin Statutes updated through 2015 Wis. Act 356 and all Supreme Court Orders entered before April 14, 2016. Published and certified under s. 35.18. Changes effective after April 14, 2016 are designated by NOTES. (Published 4-14-16)

Statutory Short Form Power of Attorney for Property
Eff. 7/1/11

Text of Section after amendment by P.A. 96-1195)

Sec. 3-3. Statutory short form power of attorney for property.

(a) The form prescribed in this Section may be known as "statutory property power" and may be used to grant an agent powers with respect to property and financial matters. The "statutory property power" consists of the following: (1) Notice to the Individual Signing the Illinois Statutory Short Form Power of Attorney for Property; (2) Illinois Statutory Short Form Power of Attorney for Property; and (3) Notice to Agent. When a power of attorney in substantially the form prescribed in this Section is used, including all 3 items above, with item (1), the Notice to Individual Signing the Illinois Statutory Short Form Power of Attorney for Property, on a separate sheet (cover sheet) in 14-point type and the notarized form of acknowledgment at the end, it shall have the meaning and effect prescribed in this Act.

(b) A power of attorney shall also be deemed to be in substantially the same format as the statutory form if the explanatory language throughout the form (the language following the designation "NOTE:") is distinguished in some way from the legal paragraphs in the form, such as the use of boldface or other difference in typeface and font or point size, even if the "Notice" paragraphs at the beginning are not on a separate sheet of paper or are not in 14-point type, or if the principal's initials do not appear in the acknowledgment at the end of the "Notice" paragraphs.

The validity of a power of attorney as meeting the requirements of a statutory property power shall not be affected by the fact that one or more of the categories of optional powers listed in the form are struck out or the form includes specific limitations on or additions to the agent's powers, as permitted by the form. Nothing in this Article shall invalidate or bar use by the principal of any other or different form of power of attorney for property. Nonstatutory property powers (i) must be executed by the principal, (ii) must designate the agent and the agent's powers, (iii) must be signed by at least one witness to the principal's signature, and (iv) must indicate that the principal has acknowledged his or her signature before a notary public. However, nonstatutory property powers need not conform in any other respect to the statutory property power.

(c) The Notice to the Individual Signing the Illinois Statutory Short Form Power of Attorney for Property shall be substantially as follows:

**NOTICE TO THE INDIVIDUAL SIGNING THE ILLINOIS
STATUTORY SHORT FORM POWER OF ATTORNEY FOR PROPERTY.**

PLEASE READ THIS NOTICE CAREFULLY. The form that you will be signing is a legal document. It is governed by the Illinois Power of Attorney Act. If there is anything about this form that you do not understand, you should ask a lawyer to explain it to you.

The purpose of this Power of Attorney is to give your designated "agent" broad powers to handle your financial affairs, which may include the power to pledge, sell, or dispose of any of your real or personal property, even without your consent or any advance notice to you. When using the Statutory Short Form, you may name successor agents, but you may not name co-agents.

This form does not impose a duty upon your agent to handle your financial affairs, so it is important that you select an agent who will agree to do this for you. It is also important to select an agent whom you trust, since you are giving that agent control over your financial assets and property. Any agent who does act for you has a duty to act in good faith for your benefit and to use due care, competence, and diligence. He or she must also act in accordance with the law and with the directions in this form. Your agent must keep a record of all receipts, disbursements, and significant actions taken as your agent.

Unless you specifically limit the period of time that this Power of Attorney will be in effect, your agent may exercise the powers given to him or her throughout your lifetime, both before and after you become incapacitated. A court, however, can take away the powers of your agent if it finds that the agent is not acting properly. You may also revoke this Power of Attorney if you wish.

This Power of Attorney does not authorize your agent to appear in court for you as an attorney-at-law or otherwise to engage in the practice of law unless he or she is a licensed attorney who is authorized to practice law in Illinois.

The powers you give your agent are explained more fully in Section 3-4 of the Illinois Power of Attorney Act. This form is a part of that law. The "NOTE" paragraphs throughout this form are instructions.

You are not required to sign this Power of Attorney, but it will not take effect without your signature. You should not sign this Power of Attorney if you do not understand everything in it, and what your agent will be able to do if you do sign it.

Please place your initials on the following line indicating that you have read this Notice:


Principal's initials

(d) The Illinois Statutory Short Form Power of Attorney for Property shall be substantially as follows:

**ILLINOIS STATUTORY SHORT FORM
POWER OF ATTORNEY FOR PROPERTY**

I, **MARILYN J. GRACYALNY, 1200 Algonquin Road, Fox River Grove, Illinois**, hereby revoke all prior powers of attorney for property executed by me and appoint: **PAMELA KAY GRACYALNY, 113 3rd Street, Libertyville, Illinois** (NOTE: You may not name co-agents using this form.) as my attorney-in-fact (my "agent") to act for me and in my name (in any way I could act in person) with respect to the following powers, as defined in Section 3-4 of the "Statutory Short Form Power of Attorney for Property Law" (including all amendments), but subject to any limitations on or additions to the specified powers inserted in paragraph 2 or 3 below:

(NOTE: YOU MUST STRIKE OUT ANY ONE OR MORE OF THE FOLLOWING CATEGORIES OF POWERS YOU DO NOT WANT YOUR AGENT TO HAVE. FAILURE TO STRIKE THE TITLE OF ANY CATEGORY WILL

CAUSE THE POWERS DESCRIBED IN THAT CATEGORY TO BE GRANTED TO THE AGENT. TO STRIKE OUT A CATEGORY YOU MUST DRAW A LINE THROUGH THE TITLE OF THAT CATEGORY.)

- (a) Real estate transactions.
- (b) Financial institution transactions.
- (c) Stock and bond transactions.
- (d) Tangible personal property transactions.
- (e) Safe deposit box transactions.
- (f) Insurance and annuity transactions.
- (g) Retirement plan transactions.
- (h) Social Security, employment and military service benefits.
- (i) Tax matters.
- (j) Claims and litigation.
- (k) Commodity and option transactions.
- (l) Business operations.
- (m) Borrowing transactions.
- (n) Estate transactions.
- (o) All other property transactions.

(NOTE: LIMITATIONS ON AND ADDITIONS TO THE AGENT'S POWERS MAY BE INCLUDED IN THIS POWER OF ATTORNEY IF THEY ARE SPECIFICALLY DESCRIBED BELOW.)

2. The powers granted above shall not include the following powers or shall be modified or limited in the following particulars:

(NOTE: HERE YOU MAY INCLUDE ANY SPECIFIC LIMITATIONS YOU DEEM APPROPRIATE, SUCH AS A PROHIBITION OR CONDITIONS ON THE SALE OF PARTICULAR STOCK OR REAL ESTATE OR SPECIAL RULES ON BORROWING BY THE AGENT.)

3. In addition to the powers granted above, I grant my agent the following powers:

(NOTE: HERE YOU MAY ADD ANY OTHER DELEGABLE POWERS INCLUDING, WITHOUT LIMITATION, POWER TO MAKE GIFTS, EXERCISE POWERS OF APPOINTMENT, NAME OR CHANGE BENEFICIARIES OR JOINT TENANTS OR REVOKE OR AMEND ANY TRUST SPECIFICALLY REFERRED TO BELOW.)

(NOTE: YOUR AGENT WILL HAVE AUTHORITY TO EMPLOY OTHER PERSONS AS NECESSARY TO ENABLE THE AGENT TO PROPERLY EXERCISE THE POWERS GRANTED IN THIS FORM, BUT YOUR AGENT WILL HAVE TO MAKE ALL DISCRETIONARY DECISIONS. IF YOU WANT TO GIVE YOUR AGENT THE RIGHT TO DELEGATE DISCRETIONARY DECISION-MAKING POWERS TO OTHERS, YOU SHOULD KEEP PARAGRAPH 4, OTHERWISE IT SHOULD BE STRUCK OUT.)

4. My agent shall have the right by written instrument to delegate any or all of the foregoing powers involving discretionary decision-making to any person or persons whom my agent may select, but such delegation may be amended or revoked by any agent (including any successor) named by me who is acting under this power of attorney at the time of reference.

(NOTE: YOUR AGENT WILL BE ENTITLED TO REIMBURSEMENT FOR ALL REASONABLE EXPENSES INCURRED IN ACTING UNDER THIS POWER OF ATTORNEY. STRIKE OUT PARAGRAPH 5 IF YOU DO NOT WANT YOUR AGENT TO ALSO BE ENTITLED TO REASONABLE COMPENSATION FOR SERVICES AS AGENT.)

5. My agent shall be entitled to reasonable compensation for services rendered as agent under this power of attorney.

(NOTE: THIS POWER OF ATTORNEY MAY BE AMENDED OR REVOKED BY YOU AT ANY TIME AND IN ANY MANNER. ABSENT AMENDMENT OR REVOCATION, THE AUTHORITY GRANTED IN THIS POWER OF ATTORNEY WILL BECOME EFFECTIVE AT THE TIME THIS POWER IS SIGNED AND WILL CONTINUE UNTIL YOUR DEATH, UNLESS A LIMITATION ON THE BEGINNING DATE OR DURATION IS MADE BY INITIALING AND COMPLETING ONE OR BOTH OF PARAGRAPHS 6 AND 7.)

6. () This power of attorney shall become effective on August 11, 2018

(NOTE: INSERT A FUTURE DATE OR EVENT DURING YOUR LIFETIME, SUCH AS A COURT DETERMINATION OF YOUR DISABILITY OR A WRITTEN DETERMINATION BY YOUR PHYSICIAN THAT YOU ARE INCAPACITATED, WHEN YOU WANT THIS POWER TO FIRST TAKE EFFECT.)

7. () This power of attorney shall terminate on _____

(NOTE: INSERT A FUTURE DATE OR EVENT, SUCH AS A COURT DETERMINATION THAT YOU ARE NOT UNDER A LEGAL DISABILITY OR A WRITTEN DETERMINATION BY YOUR PHYSICIAN THAT YOU ARE NOT INCAPACITATED, IF YOU WANT THIS POWER TO TERMINATE PRIOR TO YOUR DEATH.)

(NOTE: IF YOU WISH TO NAME ONE OR MORE SUCCESSOR AGENTS, INSERT THE NAME AND ADDRESS OF EACH SUCCESSOR AGENT IN PARAGRAPH 8.)

8. If any agent named by me shall die, become incompetent, resign or refuse to accept the office of agent, I name the following (each to act alone and successively, in the order named) as successor(s) to such agent: None.

For purposes of this paragraph 8, a person shall be considered to be incompetent if and while the person is a minor or an adjudicated incompetent or disabled person or the person is unable to give prompt and intelligent consideration to business matters, as certified by a licensed physician.

(NOTE: IF YOU WISH TO, YOU MAY NAME YOUR AGENT AS GUARDIAN OF YOUR ESTATE IF A COURT DECIDES THAT ONE SHOULD BE APPOINTED. TO DO THIS, RETAIN PARAGRAPH 9, AND THE COURT WILL APPOINT YOUR AGENT IF THE COURT FINDS THAT THIS APPOINTMENT WILL SERVE YOUR BEST INTERESTS AND WELFARE. STRIKE OUT PARAGRAPH 9 IF YOU DO NOT WANT YOUR AGENT TO ACT AS GUARDIAN.)

9. If a guardian of my estate (my property) is to be appointed, I nominate the agent acting under this power of attorney as such guardian, to serve without bond or security.

10. I am fully informed as to all the contents of this form and understand the full import of this grant of powers to my agent.

(NOTE: THIS FORM DOES NOT AUTHORIZE YOUR AGENT TO APPEAR IN COURT FOR YOU AS AN ATTORNEY-AT-LAW OR OTHERWISE TO ENGAGE IN THE PRACTICE OF LAW UNLESS HE OR SHE IS A LICENSED ATTORNEY WHO IS AUTHORIZED TO PRACTICE LAW IN ILLINOIS.)

11. The Notice to Agent is incorporated by reference and included as part of this form.

Dated: August 11, 2018

Signed Marilyn J. Gracyalny
MARILYN J. GRACYALNY

(NOTE: THIS POWER OF ATTORNEY WILL NOT BE EFFECTIVE UNLESS IT IS SIGNED BY AT LEAST ONE WITNESS AND YOUR SIGNATURE IS NOTARIZED, USING THE FORM BELOW. THE NOTARY MAY NOT ALSO SIGN AS A WITNESS.)

The undersigned witness certifies that MARILYN J. GRACYALNY, known to me to be the same person whose name is subscribed as principal to the foregoing power of attorney, appeared before me and the notary public and acknowledged signing and delivering the instrument as the free and voluntary act of the principal, for the uses and purposes therein set forth. I believe her to be of sound mind and memory. The undersigned witness also certifies that the witness is not: (a) the attending physician or mental health service provider or a relative of the physician or provider; (b) an owner, operator, or relative of an owner or operator of a health care facility in which the principal is a patient or resident; (c) a parent, sibling, descendant, or any spouse of such parent, sibling, or descendant of either the principal or any agent or successor agent under the foregoing power of attorney, whether such relationship is by blood, marriage, or adoption; or (d) an agent or successor agent under the foregoing power of attorney.

Dated: 8/11, 2018

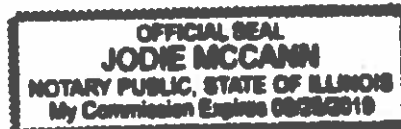
Susan Bryant
Witness

STATE OF ILLINOIS)
) SS.
COUNTY OF McHENRY)

The undersigned, a notary public in and for the above county and state, certifies that MARILYN J. GRACYALNY, known to me to be the same person whose name is subscribed as principal to the foregoing power of attorney, appeared before me and the witness, Susan Bryant, in person and acknowledged signing and delivering the instrument as the free and voluntary act of the principal, for the uses and purposes therein set forth, and certified to the correctness of the signature of the agent.

Dated: August 11, 2018

Jodie McCann
Notary Public



(NOTE: YOU MAY, BUT ARE NOT REQUIRED TO, REQUEST YOUR AGENT AND SUCCESSOR AGENTS TO PROVIDE SPECIMEN SIGNATURES BELOW. IF YOU INCLUDE SPECIMEN SIGNATURES IN THIS POWER OF ATTORNEY, YOU MUST COMPLETE THE CERTIFICATION OPPOSITE THE SIGNATURES OF THE AGENTS.)

Specimen signatures of agent

P. K. Gracyalny
PAMELA KAY GRACYALNY

I certify that the signature of my agent is genuine

Marilyn J. Gracyalny
MARILYN J. GRACYALNY

(NOTE: THE NAME, ADDRESS, AND PHONE NUMBER OF THE PERSON PREPARING THIS FORM OR WHO ASSISTED THE PRINCIPAL IN COMPLETING THIS FORM SHOULD BE INSERTED BELOW.)

John L. Cowlin
COWLIN, NAUGHTON, CURRAN & COPPEDGE
20 Grant Street
Crystal Lake, Illinois 60014
(815) 459-5300

(e) Notice to Agent. The following form may be known as "Notice to Agent" and shall be supplied to an agent appointed under a power of attorney for property.

NOTICE TO AGENT

When you accept the authority granted under this power of attorney a special legal relationship, known as agency, is created between you and the principal. Agency imposes upon you duties that continue until you resign or the power of attorney is terminated or revoked.

As agent you must:

- (1) do what you know the principal reasonably expects you to do with the principal's property;
- (2) act in good faith for the best interest of the principal, using due care, competence, and diligence;
- (3) keep a complete and detailed record of all receipts, disbursements, and significant actions conducted for the principal;
- (4) attempt to preserve the principal's estate plan, to the extent actually known by the agent, if preserving the plan is consistent with the principal's best interest; and
- (5) cooperate with a person who has authority to make health care decisions for the principal to carry out the principal's reasonable expectations to the extent actually in the principal's best interest. As agent you must not do any of the following:

(1) act so as to create a conflict of interest that is inconsistent with the other principles in this Notice to Agent;

(2) do any act beyond the authority granted in this power of attorney;

(3) commingle the principal's funds with your funds;

(4) borrow funds or other property from the principal, unless otherwise authorized;

(5) continue acting on behalf of the principal if you learn of any event that terminates this power of attorney or your authority under this power of attorney, such as the death of the principal, your legal separation from the principal, or the dissolution of your marriage to the principal.

If you have special skills or expertise, you must use those special skills and expertise when acting for the principal. You must disclose your identity as an agent whenever you act for the principal by writing or printing the name of the principal and signing your own name "as Agent" in the following manner:

"(Principal's Name) by (Your Name) as Agent"

The meaning of the powers granted to you is contained in Section 3-4 of the Illinois Power of Attorney Act, which is incorporated by reference into the body of the power of attorney for property document.

If you violate your duties as agent or act outside the authority granted to you, you may be liable for any damages, including attorney's fees and costs, caused by your violation.

If there is anything about this document or your duties that you do not understand, you should seek legal advice from an attorney.

(f) The requirement of the signature of a witness in addition to the principal and the notary, imposed by Public Act 91-790, applies only to instruments executed on or after June 9, 2000 (the effective date of that Public Act).

(NOTE: THIS AMENDATORY ACT OF THE 96TH GENERAL ASSEMBLY DELETES PROVISIONS THAT REFERRED TO THE ONE REQUIRED WITNESS AS AN "ADDITIONAL WITNESS", AND IT ALSO PROVIDES FOR THE SIGNATURE OF AN OPTIONAL "SECOND WITNESS".)

(SOURCE: P.A. 96-1195, EFF. 7-1-11.)

Brown County Clerk Budget Status Report

April 30, 2019		Annual	YTD	YTD %
EXPENDITURES		Budget	Transactions	Budget
Personnel Costs	\$	381,848	\$ 116,758	31%
Operating Costs	\$	325,909	\$ 131,498	40%
Outlay	\$	29,900	\$ 29,900	100%
REVENUES				
Property Tax	\$	269,431	\$ 89,810	33%
Public Charges	\$	310,380	\$ 118,499	38%
Intergov'tl. Charge for Serv.	\$	120,796	\$ 55,533	46%
Misc.	\$	150	\$ 180	120%
Carryover	\$	29,900	\$ 29,900	100%
Transfer In	\$	7,000	\$ -	0%

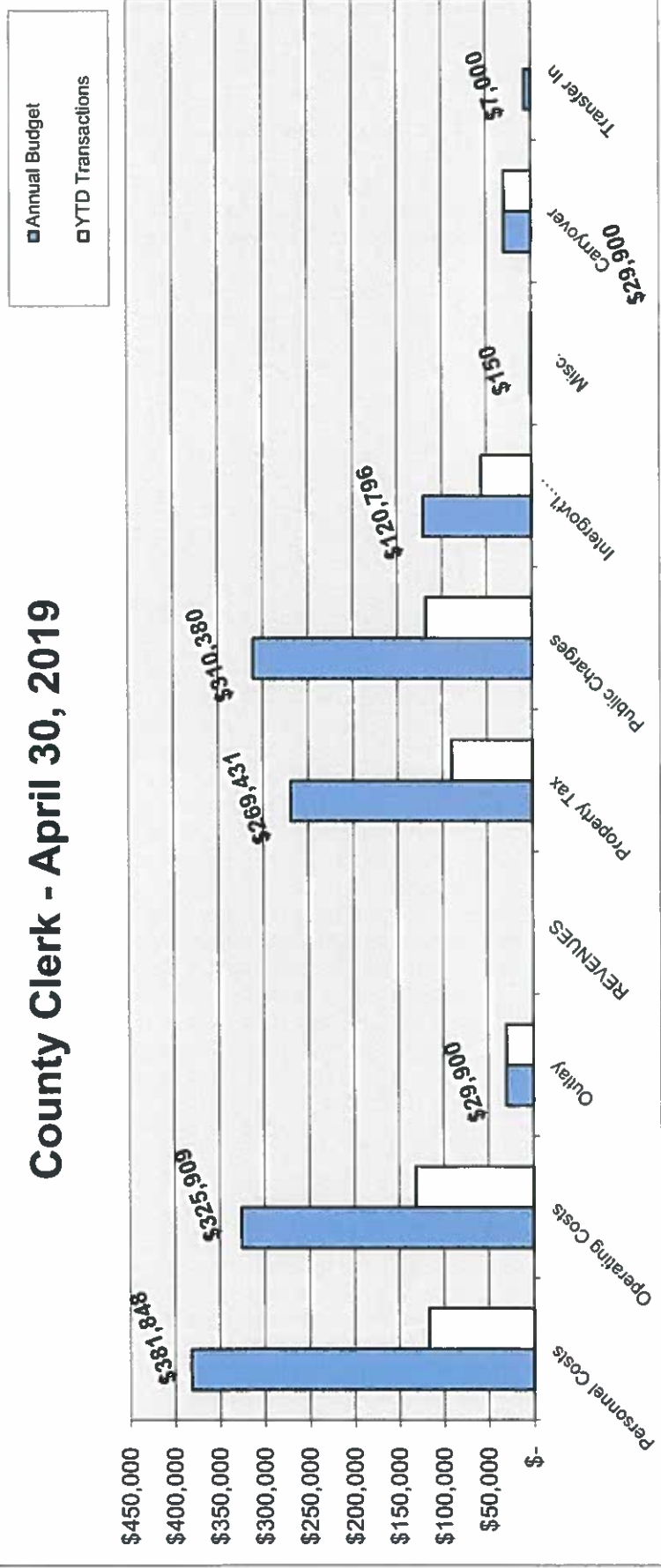
Unaudited

HIGHLIGHTS - January-April Percent of Fiscal Year (33%)

Expenditures: Operating costs are high due to DS-200 maintenance payments in February. Outlay is for the purchase of 5 additional DS-200 tabulators.

Revenues: Revenues are high due to passport sales and revenue collected from municipalities for DS-200 maintenance fees. Carryover and Transfer in is for the cost of purchasing 5 additional DS-200 tabulators.

County Clerk - April 30, 2019





County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 04/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	269,431.00	.00	269,431.00	22,452.58	.00	89,810.32	179,620.68	33%
	<i>Property taxes Totals</i>	\$269,431.00	\$0.00	\$269,431.00	\$22,452.58	\$0.00	\$89,810.32	\$179,620.68	33%
Intergov Revenue									
4700	Intergov charges	120,796.00	.00	120,796.00	.00	.00	55,533.20	65,262.80	46%
	<i>Intergov Revenue Totals</i>	\$120,796.00	\$0.00	\$120,796.00	\$0.00	\$0.00	\$55,533.20	\$65,262.80	46%
Public Charges									
4400.194	Permits Work permit	750.00	.00	750.00	52.50	.00	180.00	570.00	24
4400.195	Permits Alarm permits	29,600.00	.00	29,600.00	240.00	.00	24,855.00	4,745.00	84
4401.192	Licenses Marriage License	92,975.00	.00	92,975.00	5,980.00	.00	16,755.00	76,220.00	18
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0
4600.190	Charges and fees Passport	182,100.00	.00	182,100.00	16,069.23	.00	76,438.51	105,661.49	42
4601.012	Sales Copy machine use	205.00	.00	205.00	.00	.00	73.50	131.50	36
4601.196	Sales Directory	250.00	.00	250.00	23.70	.00	47.40	202.60	19
4609	Miscellaneous public charges	200.00	.00	200.00	.00	.00	150.00	50.00	75
	<i>Public Charges Totals</i>	\$310,380.00	\$0.00	\$310,380.00	\$22,365.43	\$0.00	\$118,499.41	\$191,880.59	38%
Miscellaneous Revenue									
4900	Miscellaneous	150.00	.00	150.00	75.00	.00	180.00	(30.00)	120
	<i>Miscellaneous Revenue Totals</i>	\$150.00	\$0.00	\$150.00	\$75.00	\$0.00	\$180.00	(\$30.00)	120%
Other Financing Sources									
9000	Carryover	.00	29,900.00	29,900.00	.00	.00	29,900.00	.00	100
9004	Intrafund Transfer In	.00	7,000.00	7,000.00	.00	.00	.00	7,000.00	0
	<i>Other Financing Sources Totals</i>	\$0.00	\$36,900.00	\$36,900.00	\$0.00	\$0.00	\$29,900.00	\$7,000.00	81%
	Department 019 - County Clerk Totals	\$700,757.00	\$36,900.00	\$737,657.00	\$44,893.01	\$0.00	\$293,922.93	\$443,734.07	40%
	REVENUE TOTALS	\$700,757.00	\$36,900.00	\$737,657.00	\$44,893.01	\$0.00	\$293,922.93	\$443,734.07	40%
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	283,805.00	.00	283,805.00	22,684.22	.00	80,293.92	203,511.08	28
5102.100	Paid leave earnings Vacation	.00	.00	.00	178.64	.00	5,013.20	(5,013.20)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	133.98	.00	1,150.39	(1,150.39)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	89.32	(89.32)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	840.36	(840.36)	+++
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	357.28	(357.28)	+++
5103.000	Premium Overtime	3,472.00	.00	3,472.00	720.14	.00	1,373.30	2,098.70	40
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(400.80)	400.80	+++
5110.100	Fringe benefits FICA	21,975.00	.00	21,975.00	1,727.49	.00	6,530.64	15,444.36	30
5110.110	Fringe benefits Unemployment compensation	302.00	.00	302.00	23.72	.00	89.62	212.38	30



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 04/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.200	Fringe benefits Health Insurance	45,247.00	.00	45,247.00	3,745.84	.00	13,110.44	32,136.56	29
5110.210	Fringe benefits Dental Insurance	4,668.00	.00	4,668.00	383.98	.00	1,343.93	3,324.07	29
5110.220	Fringe benefits Life Insurance	414.00	.00	414.00	36.82	.00	110.46	303.54	27
5110.230	Fringe benefits LT disability Insurance	1,029.00	.00	1,029.00	96.84	.00	381.56	647.44	37
5110.235	Fringe benefits ST disability Insurance	1,442.00	.00	1,442.00	135.78	.00	534.94	907.06	37
5110.240	Fringe benefits Workers compensation Insurance	341.00	.00	341.00	28.42	.00	113.68	227.32	33
5110.300	Fringe benefits Retirement	19,153.00	.00	19,153.00	1,542.24	.00	5,825.97	13,327.03	30
Personnel Costs Totals		\$381,848.00	\$0.00	\$381,848.00	\$31,438.11	\$0.00	\$116,758.21	\$265,089.79	31%
Operating Expenses									
5300	Supplies	.00	.00	.00	63.49	.00	63.49	(63.49)	+++
5300.001	Supplies Office	13,200.00	.00	13,200.00	.00	.00	738.63	12,461.37	6
5300.004	Supplies Postage	10,807.00	.00	10,807.00	27.95	.00	1,890.70	8,916.30	17
5304	Printing	2,500.00	.00	2,500.00	.00	.00	354.31	2,145.69	14
5304.100	Printing Forms	38,500.00	.00	38,500.00	.00	.00	.00	38,500.00	0
5305	Dues and memberships	544.00	.00	544.00	.00	.00	125.00	419.00	23
5306.100	Maintenance agreement Software	48,503.00	1,033.00	49,536.00	.00	.00	54,075.02	(4,539.02)	109
5307.100	Repairs and maintenance Equipment	31,209.00	.00	31,209.00	.00	.00	12,308.70	18,900.30	39
5310	Advertising and public notice	25,600.00	.00	25,600.00	2,059.16	.00	9,230.36	16,369.64	36
5330	Books, periodicals, subscription	1,152.00	1,400.00	2,552.00	.00	.00	35.00	2,517.00	1
5340	Travel and training	9,800.00	.00	9,800.00	932.70	.00	3,165.89	6,634.11	32
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5395	Equipment - nonoutlay	.00	4,567.00	4,567.00	.00	.00	.00	4,567.00	0
5410.400	Insurance Bond	100.00	.00	100.00	.00	.00	.00	100.00	0
5505	Telephone	1,680.00	.00	1,680.00	84.96	.00	169.92	1,510.08	10
5600	Indirect cost	50,801.00	.00	50,801.00	4,233.42	.00	16,933.68	33,867.32	33
5601.100	Intra-county expense Technology services	41,469.00	.00	41,469.00	3,465.51	.00	20,018.61	21,450.39	48
5601.200	Intra-county expense Insurance	2,989.00	.00	2,989.00	249.08	.00	996.32	1,992.68	33
5601.400	Intra-county expense Copy center	22,500.00	.00	22,500.00	3,107.08	.00	5,714.52	16,785.48	25
5601.450	Intra-county expense Departmental copiers	1,907.00	.00	1,907.00	158.92	.00	635.68	1,271.32	33
5601.550	Intra-county expense Document center	1,093.00	.00	1,093.00	47.29	.00	366.96	726.04	34
5708	Professional services	9,200.00	.00	9,200.00	4,675.00	.00	4,675.00	4,525.00	51
Operating Expenses Totals		\$318,909.00	\$7,000.00	\$325,909.00	\$19,104.56	\$0.00	\$131,497.79	\$194,411.21	40%
Outlay									
6110.020	Outlay Equipment (\$5,000++)	.00	29,900.00	29,900.00	.00	.00	29,900.00	.00	100
Outlay Totals		\$0.00	\$29,900.00	\$29,900.00	\$0.00	\$0.00	\$29,900.00	\$0.00	100%
Department 019 - County Clerk Totals									
EXPENSE TOTALS		\$700,757.00	\$36,900.00	\$737,657.00	\$50,542.67	\$0.00	\$278,156.00	\$459,501.00	38%



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 04/30/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund Totals									
	REVENUE TOTALS	700,757.00	36,900.00	737,657.00	44,893.01	.00	293,922.93	443,734.07	40%
	EXPENSE TOTALS	700,757.00	36,900.00	737,657.00	50,542.67	.00	278,156.00	459,501.00	38%
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	(\$5,649.66)	\$0.00	\$15,766.93	(\$15,766.93)	
Grand Totals									
	REVENUE TOTALS	700,757.00	36,900.00	737,657.00	44,893.01	.00	293,922.93	443,734.07	40%
	EXPENSE TOTALS	700,757.00	36,900.00	737,657.00	50,542.67	.00	278,156.00	459,501.00	38%
Grand Totals		\$0.00	\$0.00	\$0.00	(\$5,649.66)	\$0.00	\$15,766.93	(\$15,766.93)	

Child Support
Budget Status Report (Unaudited)
04/30/19

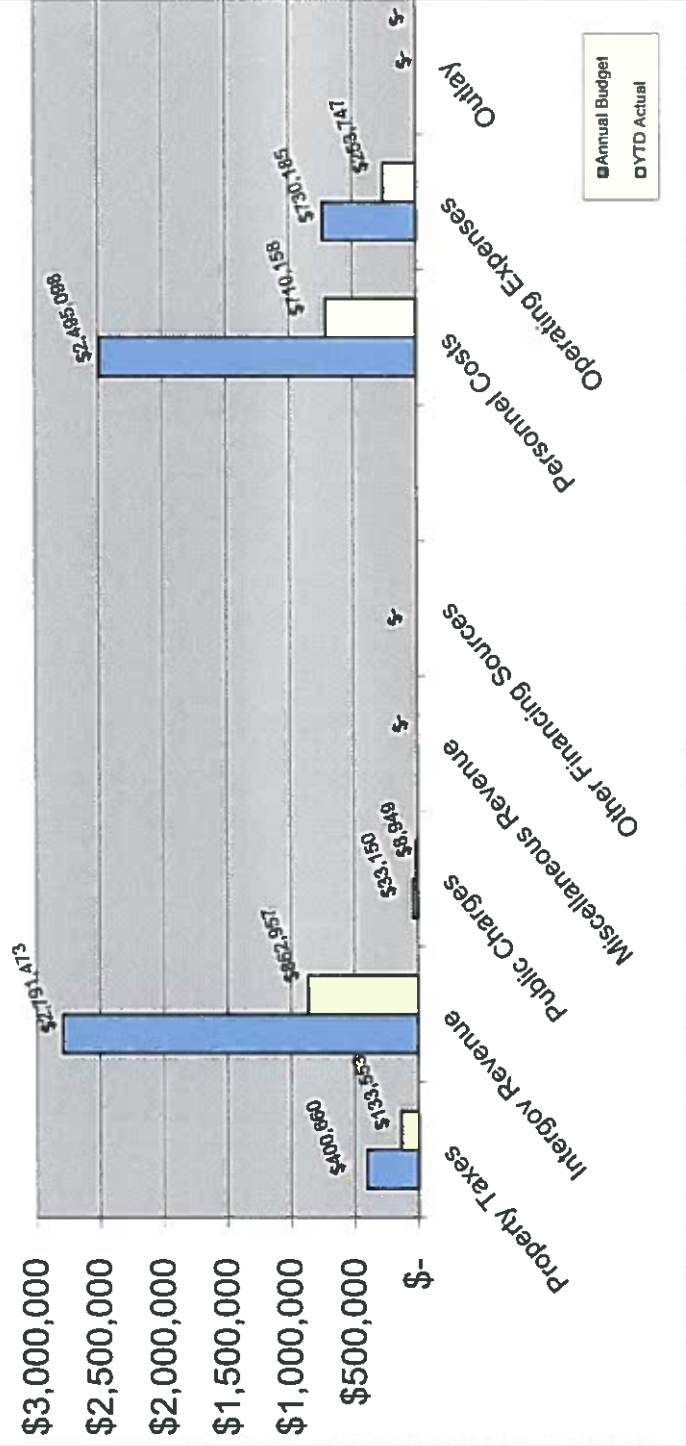
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 400,660	\$ 133,553	33.3%	
Intergov Revenue	\$ 2,791,473	\$ 862,957	30.9%	
Public Charges	\$ 33,150	\$ 8,949	27.0%	
Miscellaneous Revenue	\$ -		#DIV/0!	
Other Financing Sources	\$ -		#DIV/0!	
Personnel Costs	\$ 2,495,098	\$ 710,158	28.5%	
Operating Expenses	\$ 730,185	\$ 253,747	34.8%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Revenues trending as projected

Expenses: Expenses trending as projected

Child Support - thru April 30, 2019 (unaudited)





CSA Budget Performance Report-April 30, 2019

(unaudited)

Fiscal Year to Date 04/30/19
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	400,660.00	.00	400,660.00	33,388.33	.00	133,553.32	267,106.68	33	375,800.00
4302	State grant and aid revenue	1,783,403.00	.00	1,783,403.00	145,385.90	.00	612,490.83	1,170,912.17	34	1,615,027.38
4302.003	State grant and aid revenue Incentives	513,671.00	.00	513,671.00	54,970.00	.00	54,970.00	458,701.00	11	678,622.00
4302.004	State grant and aid revenue GPR	356,399.00	.00	356,399.00	168,285.00	.00	168,285.00	188,114.00	47	337,944.00
4302.007	State grant and aid revenue SPSK	138,000.00	.00	138,000.00	27,210.80	.00	27,210.80	110,789.20	20	204,050.61
4600.601	Charges and fees Genetic test	17,000.00	.00	17,000.00	1,264.94	.00	4,124.97	12,875.03	24	15,797.02
4600.602	Charges and fees Vital statistics	300.00	.00	300.00	15.62	.00	73.44	226.56	24	296.21
4600.603	Charges and fees Paper service	11,000.00	.00	11,000.00	902.02	.00	3,097.37	7,902.63	28	11,329.33
4600.604	Charges and fees Non IV-D service	4,500.00	.00	4,500.00	350.00	.00	1,610.00	2,890.00	36	4,305.00
4601.012	Sales Copy machine use	350.00	.00	350.00	7.00	.00	43.00	307.00	12	247.50
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	48.00
9002.200	Transfer In HR	.00	.00	.00	.00	.00	.00	.00	+++	11,734.00
Division 001 - General Totals		\$3,225,283.00	\$0.00	\$3,225,283.00	\$431,779.61	\$0.00	\$1,005,458.73	\$2,219,824.27	31%	\$3,255,201.05
Department 017 - Child Support Totals										
Division 017 - Child Support Totals		\$3,225,283.00	\$0.00	\$3,225,283.00	\$431,779.61	\$0.00	\$1,005,458.73	\$2,219,824.27	31%	\$3,255,201.05
REVENUE TOTALS										
Division 017 - Child Support		\$3,225,283.00	\$0.00	\$3,225,283.00	\$431,779.61	\$0.00	\$1,005,458.73	\$2,219,824.27	31%	\$3,255,201.05
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,735,711.00	.00	1,735,711.00	124,841.75	.00	457,774.60	1,277,936.40	26	1,494,224.99
5102.100	Paid leave earnings Vacation	.00	.00	.00	4,975.92	.00	20,343.70	(20,343.70)	+++	105,052.90
5102.200	Paid leave earnings Personal	.00	.00	.00	1,060.50	.00	14,255.28	(14,255.28)	+++	26,176.00
5102.300	Paid leave earnings Casual time used	.00	.00	.00	1,696.63	.00	7,342.51	(7,342.51)	+++	21,444.03
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	6,514.16	(6,514.16)	+++	52,092.32
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	632.88	.00	632.88	(632.88)	+++	1,765.92
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	345.92	(345.92)	+++	4,370.80
5103.000	Premium Overtime	.00	.00	.00	6.50	.00	64.64	(64.64)	+++	948.02
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	.00	+++	11,192.06
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(1,022.40)	1,022.40	+++	(3,694.32)
5110.100	Fringe benefits FICA	132,787.00	.00	132,787.00	9,560.96	.00	36,700.54	96,086.46	28	124,257.15
5110.110	Fringe benefits Unemployment compensation	1,827.00	.00	1,827.00	131.33	.00	504.16	1,322.84	28	2,005.65
5110.200	Fringe benefits Health Insurance	452,595.00	.00	452,595.00	34,479.04	.00	117,647.01	334,947.99	26	436,338.87
5110.210	Fringe benefits Dental Insurance	36,541.00	.00	36,541.00	2,771.32	.00	9,438.83	27,102.17	26	35,389.59
5110.220	Fringe benefits Life Insurance	775.00	.00	775.00	65.44	.00	174.18	600.82	22	1,009.43
5110.230	Fringe benefits LT disability insurance	6,831.00	.00	6,831.00	522.90	.00	2,085.11	4,745.89	31	6,502.22
5110.235	Fringe benefits ST disability insurance	9,651.00	.00	9,651.00	733.17	.00	2,923.48	6,727.52	30	9,116.31
5110.240	Fringe benefits Workers compensation Insurance	2,083.00	.00	2,083.00	173.58	.00	694.32	1,388.68	33	2,063.00
5110.300	Fringe benefits Retirement	116,297.00	.00	116,297.00	9,419.53	.00	33,738.61	82,558.39	29	113,937.79
5300	Supplies	5,226.00	.00	5,226.00	40.00	.00	559.26	4,666.74	11	212.66
5300.001	Supplies Office	16,000.00	.00	16,000.00	1,194.32	.00	5,890.04	10,109.96	37	17,214.51

**USA Budget Performance Report-April 30, 2019
(unaudited)****USA Budget Performance Report-April 30, 2019
(unaudited)**



Child Support Agency Director Summary

May 2019

Performance Measures Comparison

Federal Performance Measures April	Brown YTD 2019	Brown YTD 2018	YTD Improvement 2018 vs 2019	State Average	Brown vs. State
Court Order Rate	91.40%	91.38%	.02%	86.62%	4.78%
Paternity Establish Rate	101.34%	100.99%	.35%	96.55%	4.79%
Current Supp Collections	76.80%	76.73%	.07%	75.21%	1.59%
Arrears Collection Rate	61.19%	61.67%	-.48%	62.58%	-.05%

February comparisons	Brown County 2019	Brown County 2018	Difference 2018 vs 2019	Statewide Total increase	Average Caseload
Caseload size	14,493	14,499	-6	-3,083	1,200

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- Enrollment continues by agency referral/voluntary participation as well as via court order. The Employment Specialist is actively doing outreach to participants referred to him by caseworkers and is having great success with those he is able to reach by phone.
- Employment partnerships continue to grow as our Employment Specialist makes contact with area employers and other available programs, including continued partnership with the Joseph Project. Employers have reached out to ELEVATE program staff with job opportunities available to participants.
- Our CSA continues to participate in Five County Demonstration Project (FCDP) workgroup meetings and program planning activities as well as federal (OCSE) monthly calls related to the new 5 year waiver project. A decision has to be made at the state level regarding merits of running both voluntary and court ordered programming, such as Children's First, for study & funding purposes. If that decision is made to proceed with two programs, Brown County would begin availing Children's First. Additional funding would be available to do so.
- Maria continues to participate in the Domestic Violence (DV) workgroup conference calls to develop DV screening, assessment and referral processes for the Project.
- Maria participated in the evaluation of applications for the FCDP expansion. Three counties submitted applications: Marathon, Racine and Wood. Notification regarding grant awards will begin soon.

ELEVATE Stats thru May 20, 2019

234 total NCPs involved (172 voluntary, 12 court ordered & 50 removed due to nonparticipation)

120 of 184 NCPs in ELEVATE are working (less 11 incarcerated)

70% of NCPs are working-typically within 30 days

Average hourly rate: \$14.34/hr

Average 63 days in the program before 1st CS payment is remitted

ACCESS & VISITATION GRANT ACTIVITIES

- Maria met with Family Services Healthy Families Manager, Julie Ferral, will meet with management on April 30th to discuss the A&V program and plans for activities following Terry's departure. Family Services will begin recruitment to hire Terry Wolfram's replacement.

OPERATIONS

Overall Agency Updates

- The agency completed the 2019 Annual Policies Review with all staff.
- Maria attended the WCSEA "Day at the Capital" and met with 5 Legislators regarding various funding requests.
- Maria and Supervisor, Laura Kowols, met with Casa Alba Melanie to discuss relevant child support related issues impacting the Hispanic community in Brown County.
- Maria & Employment Coordinator, Matt Irwin, attended the Joseph Project graduation on May 23rd to discuss state debt forgiveness upon successful completion of the program.
- Interviews for the vacant Enforcement Specialist position occurred on May 30th and 31st
- The FBI Background Check policy has been approved by HR and staff will begin the process of having background checks & fingerprinting conducted within the next month.
- Our KIDS system access is undergoing a major change as of June 1st. We will no longer utilize Host on Demand (HOD) to access the system, and will switch to VIRTEL, or direct access thru the state. This system has been extremely problematic since inception and CSA's across the state have concerns about the 'go live' date. Our CSA is actively reporting problems to BCS as they are occurring. Unfortunately, this has not seemed to lessen the frequency or reduce issues. BCS is still proceeding with the switchover.

Enforcement Updates

- In a continued effort to improve performance numbers in the area of arrears collection, weekly goals and dialogue with staff has been ongoing to strategize how to make gains yet for this FFY, while setting ourselves up for future collection success.
- Joe Aulik from Veteran Services provided VA procedural/program information which will assist us in better serving our veteran population and their dependents.
- Revisited and discussed the importance of awareness for Safe at Home participants and the proper procedures for securing participant information when assigned a Safe at Home address through the state.
- 3 Enforcement staff and 1 supervisor will attend Intergovernmental Case Management Training on June 4th and 5th to gain additional knowledge in this area as we look at the best caseload set-up moving forward for our interstate cases. Specialization has been ongoing, but we have been considering the benefits of separating certain aspects of the casework in this specialized area.

Support Services Area Updates

- To fix an unforeseen issue, the KIDS system had to be taken down by the state for the entire day on Monday April 29th. While we waited for a resolution, staff assisted with purging files for scanning, organized and took advantage of online child-support related training opportunities on new topics or refreshers. Our Support Information Center handled calls with limited information available throughout the day. They returned about 90 calls when the system could be accessed again (the next day), in addition to handling the regular volume of incoming calls the remainder of the week.
- Staff created a spreadsheet tool to increase communication opportunities between hearings while in court. With this tool, if there is no time for the caseworker and CS attorney to discuss the case and what happened in the pretrial conference (where the caseworker meets with parties), it will be easier for the caseworker to provide information to the attorney regarding the issues parties do not agree upon.
- As part of a major initiative, court checklists have been revised. These important documents are used to drive the creation of motion paperwork and pass essential information from the caseworker to the legal assistant. They are now more simple, streamlined and capable of being filled out by hand or electronically.



Unaudited Budget - Technology Services

Through 04/30/19
Prior Fiscal Year Activity Included
Summary Listing

Fund 670 - BC Community Area Network									
Account Classification									
	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
REVENUE									
Intergov Revenue	3,531,565.00	.00	3,531,565.00	.00	.00	13,340.00	3,518,225.00	0	13,037.00
Public Charges	224,685.00	.00	224,685.00	2,399.84	.00	162,789.36	61,895.64	72	8,172.38
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$3,756,250.00	\$0.00	\$3,756,250.00	\$2,399.84	\$0.00	\$176,129.36	\$3,580,120.64	5%	\$21,209.38
EXPENSE									
Operating Expenses	232,652.00	.00	232,652.00	7,528.28	10,830.08	27,731.56	194,090.36	17	28,825.68
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$232,652.00	\$0.00	\$232,652.00	\$7,528.28	\$10,830.08	\$27,731.56	\$194,090.36	17%	\$28,825.68
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	3,756,250.00	.00	3,756,250.00	2,399.84	.00	176,129.36	3,580,120.64	5%	21,209.38
EXPENSE TOTALS	232,652.00	.00	232,652.00	7,528.28	10,830.08	27,731.56	194,090.36	17%	28,825.68
Fund 670 - BC Community Area Network Totals	\$3,523,598.00	\$0.00	\$3,523,598.00	(\$5,128.44)	(\$10,830.08)	\$148,397.80	\$3,386,030.28		(\$7,616.30)
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	242,258.00	.00	242,258.00	20,211.81	.00	123,524.55	118,733.45	51	106,040.15
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	5,116,425.00	.00	5,116,425.00	427,907.46	.00	2,444,618.90	2,671,806.10	48	2,224,516.80
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$5,358,683.00	\$0.00	\$5,358,683.00	\$448,119.27	\$0.00	\$2,568,143.45	\$2,790,539.55	48%	\$2,330,556.95
EXPENSE									
Personnel Costs	1,601,707.00	.00	1,601,707.00	136,675.21	.00	516,402.32	1,085,304.68	32	496,110.71
Operating Expenses	4,055,229.00	.00	4,055,229.00	362,662.81	262,796.62	2,416,248.90	1,376,183.48	66	2,128,590.64
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$5,656,936.00	\$0.00	\$5,656,936.00	\$499,338.02	\$262,796.62	\$2,932,651.22	\$2,461,488.16	56%	\$2,624,701.35
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,358,683.00	.00	5,358,683.00	448,119.27	.00	2,568,143.45	2,790,539.55	48%	2,330,556.95
EXPENSE TOTALS	5,656,936.00	.00	5,656,936.00	499,338.02	262,796.62	2,932,651.22	2,461,488.16	56%	2,624,701.35
Fund 710 - Technology Services Totals	(\$298,253.00)	\$0.00	(\$298,253.00)	(\$51,218.75)	(\$262,796.62)	(\$364,507.77)	\$329,051.39		(\$294,144.40)
Grand Totals									
REVENUE TOTALS	9,114,933.00	.00	9,114,933.00	450,519.11	.00	2,744,272.81	6,370,660.19	30%	2,351,766.33
EXPENSE TOTALS	5,889,588.00	.00	5,889,588.00	506,866.30	273,626.70	2,960,382.78	2,655,578.52	55%	2,653,527.03
Grand Totals	\$3,225,345.00	\$0.00	\$3,225,345.00	(\$56,347.19)	(\$273,626.70)	(\$216,109.97)	\$3,715,081.67		(\$301,760.70)



DoTS, Monthly Report, June 1, 2019

Covers April 2019 and May 2019 Technology Services Activity

Items of Note

1. We will need to discuss long-term plans for the main Board Chambers technology – in conjunction with the City, specifically the voting system.

Staffing Report:

2. One ESA2 resigned (eff 4/26). Actively recruiting. May impact various active/future projects.
3. Performing Class Comp related work.

Project/Activity Updates

We currently have 54 active projects and have 66 on hold/pending (total of 120 projects DOWN from 129 in the last report). The number of new systems and upgrades is increasing. We completed 9 over the past month.

4. **Computer Aided Dispatch Project.** DoTS continues to spend significant time in support of CAD. This includes work related to various future options and current funding challenges. *See Public Safety Committee for more information.*
5. **Cyber Security Updates:**
 - a. Phishing tests – and malicious email education ongoing – lower click through rate indicates education having an impact.
 - b. Working on numerous policy updates for regulatory compliance (UNFUNDED).
 - c. Continuing work to contract with MS-ISAC for cyber security support (targeted active by end of 2019) contract confirmation in progress.
6. **Sheriff**
 - a. **Jail Camera project.** Camera portion of project on track. Sally port camera by August 2019, complete project by end of 2019 or early 2020 (depending on vendors timing). Planned cameras for some locations in original building were never installed thus no conduit pathway available. In addition, new camera locations were identified to resolve employee and inmate safety concerns. Additional funding will be required. NOTE WILL GO SLOWER DUE TO STAFF TURNOVER
 - b. **Jail camera funding request.** Due to various changes since the capital request was submitted, there is additional need for cameras in the jail. Resulting from assessment after the sally port incident.
 - c. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. In the short term pushing for "hold harmless" agreements.

7. **Windows 10, Office 2019 (o365 version) and Server 2012/6 upgrades and rollouts continue.** Our goal is to be complete by deadline of Jan 2020 for Win7. Approximately 279 PCs still running Win7 (down from 378 last month).
8. **BCCAN (Brown County Community Area Network).**
 - a. Working on Bellevue and Highway 29 BCCAN work, construction to start October, 2020.
 - b. 9 BCCAN Capital Improvement Plans were submitted (matching the BCCAN diagram we previously discussed)
9. **Office 365 Work.**
 - a. Exchange (email) migration to O365 to follow user conversions July-late fall.
 - b. Full Office 365 Government Migration likely to continue through Q4 2020. Hard target is April 2020, stretch goal is to complete by end of year.
 - c. Instant messaging rollout and file migration to follow email migration in 2020.
10. **DoTS 2020 Budget Cycle**
 - a. CIP 911 Radio Tower change in 2021+. See Public Safety for more information. See 2020 budget request.
 - b. Expected incremental cost increases for all systems. Increase will vary from 3.25% to 8.85% depending on what is approved in budget.
11. **System and/or Application Upgrades**
 - a. Employee Self Service (eSuite) for W2 and paystubs along with Employee Self Service (Kronos) for vacation requests, are planned to go live in Q3. Testing looks very positive.
 - b. Kronos Q3/Q4 Mandatory upgrade, timing TBD, vendor notified us of this change (Unplanned).
 - c. Milestone video surveillance system for future areas slowed or on hold due to staff turnover.
 - d. Laserfiche upgrade and migration in progress – work continues.
 - i. Laserfiche implementation with Finance Q2, then ADRC Q3 then County Clerk Q4.
 - e. Airport Fuel Management system install/upgrade in progress (Unplanned)
12. **New Services/Systems or Replacements**
 - a. Migrate Dictaphone to eScription One – LIVE
 - b. BC Housing Authority Financials.
 - c. Justice PSA tool (may involve significant staff time) – contract in progress
 - d. Replace Work Order (helpdesk) system. Implementation pending.
 - e. Print/Copy (Papercut) billing system for Library timeline TBD.
13. **DoTS Construction related activity**
 - a. Arena / Hall of Fame / Expo Center – working to ensure good internet access.
 - b. CTC Expansion work planning continues
 - c. Highway Fuel Building work
 - d. Medical Examiner planning continues
 - e. Jail PODs Expansion planning continues
 - f. East Branch Library planning continues
 - g. UWGB STEM work in progress, summer 2019 occupancy.
 - h. Building Control Standardization work – servers built and specifications created for new buildings (so we have standardized infrastructure)
14. **MyBC and Internet Website Improvement:**
 - a. Demo in July or August. Will report progress as departments start to populate new sites with content – Public and employee sites. Still recommend that the county has a full time person doing website support, maintenance and content development/delivery – and eventually virtual-digital services.

- b. Museum will use same environment in fall of 2019.
- 15. Dual internet and firewall upgrade work moved up due to performance issues with existing firewall. Work started in late November and will continue likely through Q2 possibly Q3 2019.
- 16. Continue to work with Golf Course on credit card website processing changes.
- 17. Working with a vendor on WiFi issues with nurse call at CTC. Not functioning as needed for staff.

COMPLETED WORK

- 18. **New tax system (LandNav) COMPLETE.** Still have 20+ smaller items to clean up before final payment is released, but going well with positive customer feedback. Major multi-year project.
- 19. Financial/ERP upgrades: NewWorld ERP (LOGOS) Upgrade Completed. Additional major upgrades planned for later 2019.
- 20. Register of Deeds system upgrade completed and client push in progress
- 21. Webster Ave relocation boulevard project completed
- 22. Sheriff CJIS Compliance Audits completed – resulted in new UNFUNDED MANDATE for escorting, encryption and secure hardware destruction.
- 23. Employee UserID migration from last_fm to first.last and email from to first.last@browncountywi.gov.

Brown County Administration

Budget Status Report

For period ended 4/30/2019

Unaudited

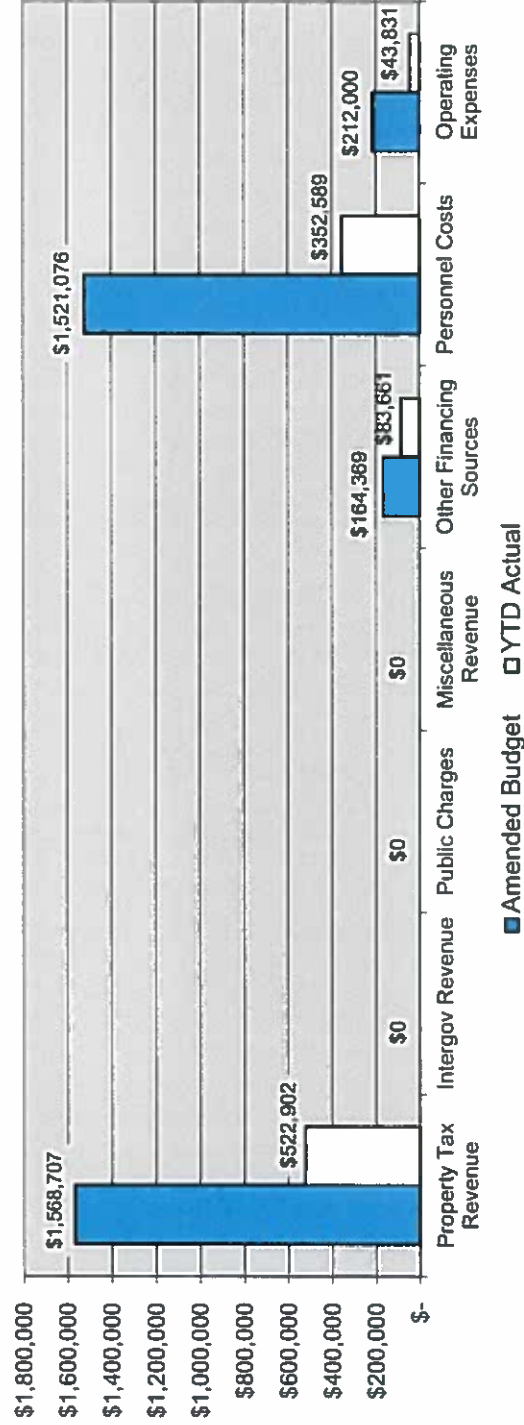
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,568,707	\$ 522,902	33%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 164,369	\$ 83,661	51%
Personnel Costs	\$ 1,521,076	\$ 352,589	23%
Operating Expenses	\$ 212,000	\$ 43,831	21%

HIGHLIGHTS:

Revenues: Other financing sources are trending above budgeted amounts due to a carryover transfer of \$80,465. Disregarding that transfer, Other Financing Sources would be at 4% of the budgeted amount due to the two vacant positions mentioned below being funded by other financing sources. All other revenues are trending as expected.

Expenses: Personnel costs are lower due to vacancies of two positions. Operating expenses are trending lower than expected due to the carryover of \$80,465. Disregarding the carryover operating expenses would be at 33%.

Administration - April 30, 2019 Unaudited





Budget by Account Classification Report

Through 4/30/19 **UNAUDITED**
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,568,707.00	.00	1,568,707.00	130,725.58	.00	522,902.32	1,045,804.68	33	441,392.00
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	74,881.00	89,488.00	164,369.00	1,443.56	.00	83,660.65	80,708.35	51	88,990.00
REVENUE TOTALS	\$1,643,588.00	\$89,488.00	\$1,733,076.00	\$132,169.14	\$0.00	\$606,562.97	\$1,126,513.03	35%	\$530,382.00
EXPENSE									
Personnel Costs	1,521,076.00	.00	1,521,076.00	104,219.58	.00	352,589.09	1,168,486.91	23	315,770.45
Operating Expenses	122,512.00	89,488.00	212,000.00	9,747.17	1,580.00	43,831.23	166,588.77	21	37,102.42
EXPENSE TOTALS	\$1,643,588.00	\$89,488.00	\$1,733,076.00	\$113,966.75	\$1,580.00	\$396,420.32	\$1,335,075.68	23%	\$352,872.87
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$18,202.39	(\$1,580.00)	\$210,142.65	(\$208,562.65)		\$177,509.13
Fund 100 - General Fund Totals									
Grand Totals									
REVENUE TOTALS	1,643,588.00	89,488.00	1,733,076.00	132,169.14	.00	606,562.97	1,126,513.03	35%	530,382.00
EXPENSE TOTALS	1,643,588.00	89,488.00	1,733,076.00	113,966.75	1,580.00	396,420.32	1,335,075.68	23%	352,872.87
Grand Totals	\$0.00	\$0.00	\$0.00	\$18,202.39	(\$1,580.00)	\$210,142.65	(\$208,562.65)		\$177,509.13

2019 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
19-037	4/17	HHS-Public Health	The Alliance for Wisconsin Youth (AWY) is providing funding to Brown County to increase community awareness and participation in reducing opioid use in Brown County while reducing the stigma of opioid use/misuse. Fiscal Impact: \$15,738	7	4/30/19	Y	HS 5/22 CB 6/19 Emld Dept 5/1/19
19-038	4/17	HHS-Public Health	Chronic Disease Prevention Program-1515 funds received from the State of Wisconsin for improving the health of Americans through prevention and management of diabetes and heart disease and stroke. This is a five year grant with 2019 being year one. Fiscal Impact: \$18,000	7	4/30/19	Y	
19-040	4/22	HHS-CS	For 2019, the AODA block grant has been split into 3 areas – Prevention, Treatment, and Women's services. Fiscal Impact: \$0	1	N/A	N	Emld Dept 5/6
19-041	4/22	HHS-CS	Adjustment is to move funds to cover replacing a computer that was damaged due to an employee dropping it. This isn't covered under the equipment warranty or the equipment replacement plan. Department is responsible for replacement. Fiscal Impact: \$0	1	N/A	N	Emld Dept 5/6
19-042	4/22	HHS-CS	Mennen Court contract ended in 2018. This adjustment moves budgeted amount from purchased services account related to this contract to training expense for anticipated additional need in this area for Adult Protective Services. Fiscal Impact: \$0	1	N/A	N	Emld Dept 5/6
19-043	4/30	LIBRARY	Reallocate a portion of 2019 Fund Balance, attributable to 2018 one time Earnings and Fringe surplus of \$235,892, for the purchase of a Kubota BX2380V Tractor with front snow blower to be used by Maintenance for efficiency and safety in clearing snow at Library locations. Fiscal Impact: \$25,743	8	N/A	N	Library Board
19-045	5/7	ADMIN	This adjustment is to properly state the available funds for the STEM building project in the 2019 budget. Fiscal Impact: \$2,018,750	2		N	Emld Dept 5/13/19
19-046	5/21	PW	This budget adjustment is to allocate sales tax proceeds collected earlier than expected to emergency Highway capital projects CTH XX and CTH ZZ due to flood damage. These projects are already included on the County's five year plan. Fiscal Impact: \$2,000,000	6		Y	PDT 6/3 CB 6/19 Emld Dept 5/23/19

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 28, 2019

Committee Date:
June 6, 2019

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: May Director's Report

I. Risk & Purchasing Department

Claims for April-May: Five (5) claims were filed since last report. 1) Damage to a car from snow plowing pushing snow over the rail on an overpass onto traffic underneath. 2) Sovereign Citizen claiming County is depriving him of his property under a family court order that awards custody of his son to his ex-wife. 3) Damage claimed by WPS for a grader damaging a power pole. 4) Claim alleging jail failed to give a work release inmate five medications resulting in a heart attack causing death of the inmate. 5) Patron injured her fingers between the doors at East Library.

Incidents: – Fifteen (15) incidents were reported since the last update. 1) A pelican bit a patron at the zoo. 2) Resident at Bayshore punched another resident in the face for stealing his soda. 3) Patron known to have mental health issues was acting anxious at southwest library, police were called and gave him a ride home. 4) Patron was having leg problems at central library and paramedics were called. 5) Foster parent was poked in the finger with needle from a diaper bag provided when child was removed from home. 6) Unmarked squad was struck by a vehicle attempting a U-turn. 7) ADRC visitor tripped and fell on a table leg. 8) Patron's car sustained damage while parked at the airport. 9) Customer fell outside of the ADRC and was evaluated by paramedics. 10) Library called 911 for a girl having an asthma attack on the trail behind the Kress Library. 11) Guest tripped and fell at ADRC. 12) Patient under the care of CTC is on respirator after med change, at this time it is uncertain as to causation. 13) When returning a patient to CTC from an appointment, patient kicked her shoes off, striking a caseworker in the thigh. 14) Pencil sharpener fell on a patron's foot at the Central Library. 15) Instructor at ADRC had symptoms of a stroke, did not report it at ADRC, but went to the hospital after leaving the ADRC on their own.

Trends: Last year, 78% of the claims, based on dollars paid, originated within the jail or Sheriff's department. Based upon a five year history, the jail and Sheriff's department has been responsible for 68% of all claims dollars paid.

New Lawsuits & Grievances: None.

Purchasing: Purchasing published/completed (4) RFBs, (2) OTPs, & (2) RFQs.

II. Finance Department

2018 Financial Statements: 2018 Financial Statements: Our audit fieldwork was conducted from April 29 to May 9. Auditors identified five adjustments, three of which were classification entries with no impact on revenues or expenses. There was also an adjustment to record additional grant revenue and a related receivable. The most significant entry was related to a change in accounting principle that requires us to record a liability for the Wisconsin Postretirement Life Insurance Plan, which was underfunded by about \$3.77M at 12/31/18. Almost \$3.1M of this was for general government activities, but will only appear on the government-wide financial statements. Highway and CTC will see this liability and related decrease in fund balance of about \$260,000 and \$280,000 at 12/31/18.

2020 Budget: Meetings have been scheduled for Departmental presentations as part of the budget process. We are in the process of compiling the fixed asset schedules and updating position budgeting, while preparing to update the internal service funds that will drive the Departmental budgets.

2019 Budget: Although it is early in the year, as of April 30, 2019, the County's general fund has a favorable budget variance, primarily because the Treasurer's office has earned about \$600,000 more on investments than expected to date. The other notable variance is that the Highway's winter repairs and maintenance budget was already \$681,000 over budget.

III. Tax Increment Finance District

Village of Ashwaubenon.

IV. New World ERP (Logos)/Kronos Projects Update

The New World ERP (Logos) Financial System hardware/software upgrade successfully occurred on Thursday evening, May 2. We are now using an upgraded version of the software on upgraded hardware. In addition, users are now able to access the system using the same password they use to log into their computers.

We are in the process of implementing New World ERP (Logos) eSuite. This software allows employees to access their pay data online and make payroll-related change requests electronically. Payroll will be training employees and determining an implementation schedule.

Planning for the Kronos TeleStaff Scheduling System for both the Sheriff's Office and Public Safety Communications (PSC) has begun. This project is targeted to start in June.

V. 2019 Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$ 7,000</u>
Balance	\$293,000

Usage Details:

- 1) \$7,000—County Clerk: to begin moving from the filing of hard copy documents to storing them in electronic format.

VI. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

Room Tax Analysis

Analysis of 2019 vs 2018 - Room Tax Data from Associated Bank's Report

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month Change 19 vs. 18		Year to Date Change 19 vs. 18	
	2018	2019	Dollar	Percent	Dollar	Percent
January (December Room Tax)	478,587.50	578,893.15	100,305.65	20.96%	100,305.65	20.96%
February (January Room Tax)	279,033.37	293,035.89	14,002.52	5.02%	114,308.17	15.09%
March (February Room Tax)	336,727.03	343,676.86	6,949.83	2.06%	121,258.00	11.08%
April (March Room Tax)	424,232.77	481,488.04	57,255.27	13.50%	178,513.27	11.76%
May (April Room Tax)	431,010.77	-	(431,010.77)	-100.00%	(252,497.50)	-12.95%
June (May Room Tax)	464,200.96	-	(464,200.96)	-100.00%	(716,698.46)	-29.69%
July (June Room Tax)	511,572.94	-	(511,572.94)	-100.00%	(1,228,271.40)	-41.99%
August (July Room Tax)	683,069.61	-	(683,069.61)	-100.00%	(1,911,341.01)	-52.97%
September (August Room Tax)	644,153.08	-	(644,153.08)	-100.00%	(2,555,494.09)	-60.09%
October (September Room Tax)	811,342.54	-	(811,342.54)	-100.00%	(3,366,836.63)	-66.49%
November (October Room Tax)	689,498.80	-	(689,498.80)	-100.00%	(4,056,335.43)	-70.50%
December (November Room Tax)	454,687.82	-	(454,687.82)	-100.00%	(4,511,023.25)	-72.66%
	6,208,117.19	1,697,093.94				

HUMAN RESOURCES DEPARTMENT



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PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

May 28, 2019

Committee Date:
June 6, 2019

TO: Administration Committee

FROM: C. Weininger
Director of Administration

SUBJECT: May Director's Report

I. HR Training

HR is coordinating training through ERC entitled 'The Art of Being a Good Listener'. This optional training will be offered in multiple sessions to all county-wide staff.

II. 2020 Budget

HR staff have been working with department heads to determine any position changes for the 2020 budget.

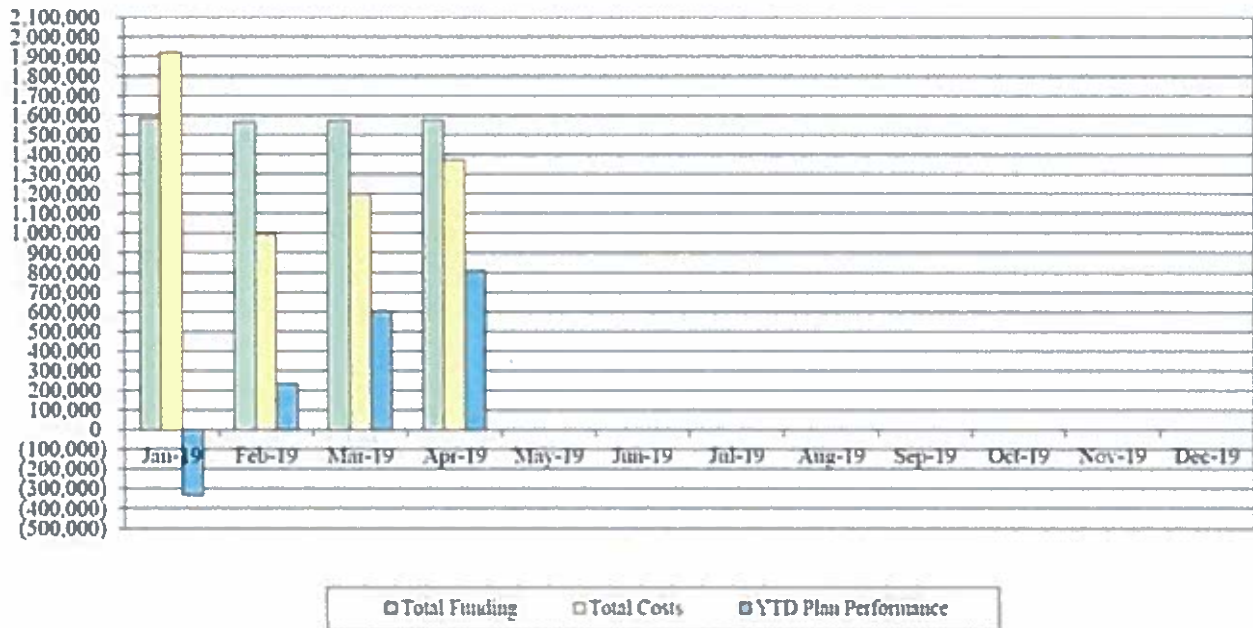
III. Comp & Class

Verbal Update

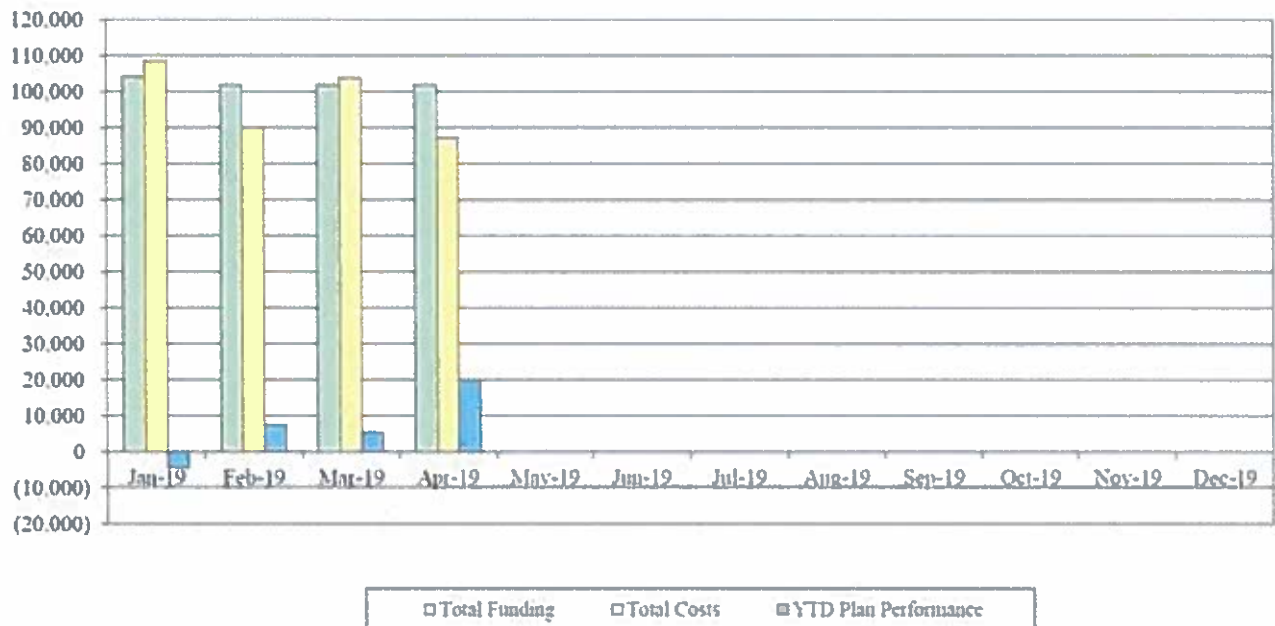
IV. Benefits

- Both Medical (87.3% funding level) and dental plans continue to show improved performances into April.
- ABRC benefit consultants are requesting bids in May to compare self-funded health plan to fully insurance health plan.

Medical Summary Graph



Dental Summary Graph



V. Recruitment

Recruitment Report

As of 5/21/2019

<u>Department</u>	<u>Title</u>	<u># of Vacancies</u>	<u>FT, PT, On Call</u>
Administration	Buyer/Purchasing Clerk	1	FT
Child Support	Enforcement Specialist	1	FT
Circuit Court	Law Clerk	1	FT
Health	Clerk Typist III	1	FT
HHS-Community Services	AODA Counselor	2	FT
HHS-Community Services	Economic Support Specialist	5	FT
HHS-Community Services	Social Worker/Case Manager: CPS Intake	2	FT
HHS-Community Services	Social Worker/Case Manager: Treatment Court	1	FT
HHS-Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
HHS-Community Treatment Center	Certified Nursing Assistant	1	FT
HHS-Community Treatment Center	Certified Nursing Assistant	11	PT
HHS-Community Treatment Center	Cook	1	PT
HHS-Community Treatment Center	Registered Nurse	1	On-Call
HHS-Community Treatment Center	Registered Nurse	1	FT
HHS-Community Treatment Center	Registered Nurse	2	PT
Library	Adult Services Manager	1	FT
Library	Circulation Services Manager	1	FT
Library	Collection Development Manager	1	FT
Library	Library Clerk	1	PT
Library	Technical Services Clerk	1	PT
Public Safety	Emergency Management Coordinator	1	FT
Public Works - Facilities	Facility Worker	1	FT
Public Works - Highway	Highway Mechanic	1	FT
Public Works - Highway	LTE Highway Maintenance Worker	3	LTE
Public Works - Highway	Summer Help - Public Woks	1	LTE
Public Works - Highway	Senior Civil Engineer	1	FT
Sheriff	Clerk III	1	FT
Sheriff	Correctional Officer	4	FT
Sheriff	Patrol Officer	3	FT
Technology Services	Enterprise System Analyst II (Apps)	1	FT
Zoo & Park Management - Parks	Park Educator - Barkhausen Waterfowl Preserve	1	LTE
Zoo & Park Management - Parks	Park Seasonals ALL	4	LTE
Zoo & Park Management - Zoo	Adventure Guide	2	LTE
Zoo & Park Management - Zoo	LTE-Summer Employee	3	LTE

VI. Staffing Levels

Turnover:

BROWN COUNTY TURNOVER REPORT

April-19

HIRE	STATUS		POSITION	DEPT
4/22/2019	FT		Clerk/Typist I	Child Support
4/29/2019	FT		Special Prosecutor	DA
4/8/2019	LTE	REHIRE	Seasonal Employee	Golf Course
4/8/2019	LTE	REHIRE	Seasonal Employee	Golf Course
4/8/2019	LTE	REHIRE	Seasonal Employee	Golf Course
4/8/2019	LTE	REHIRE	Seasonal Golf Course Worker	Golf Course
4/22/2019	FT		Economic Support Specialist	HHS
4/22/2019	FT		Economic Support Specialist	HHS
4/22/2019	FT		Economic Support Specialist	HHS
4/22/2019	FT		Economic Support Specialist	HHS
4/22/2019	FT		Economic Support Specialist	HHS
4/22/2019	FT		Economic Support Specialist	HHS
4/11/2019	PT		Social Services Aide I	HHS
4/22/2019	LTE		Social Worker/CM	HHS
4/11/2019	0.2		C.N.A	HHS-CTC
4/11/2019	LTE		Food and Nutrition Co-Op Student	HHS-CTC
4/25/2019	LTE		Food and Nutrition Co-Op Student	HHS-CTC
4/11/2019	O/C	REHIRE	LPN	HHS-CTC
4/15/2019	FT		Public Health Nurse	HHS-Health
4/22/2019	FT		Public Health Nurse	HHS-Health
4/22/2019	FT		Public Health Educator- Hearing and Vision Program	HHS-Health
4/15/2019	0.53		Library Service Clerk	Library
4/15/2019	LTE		Medicolegal Investigator	Medical Examiner
4/15/2019	LTE		Medicolegal Investigator	Medical Examiner
4/22/2019	LTE		Medicolegal Investigator	Medical Examiner
4/9/2019	LTE		Lead Seasonal Park Worker	Parks
4/9/2019	LTE	REHIRE	Lead Seasonal Park Worker	Parks
4/9/2019	LTE	REHIRE	Lead Seasonal Park Worker	Parks
4/1/2019	LTE	REHIRE	Lead Seasonal Worker	Parks
4/23/2019	LTE		Seasonal Maintenance	Parks
4/9/2019	LTE	REHIRE	Seasonal Park Worker	Parks
4/9/2019	LTE	REHIRE	Seasonal Park Worker	Parks
4/9/2019	LTE		Seasonal Park Worker	Parks
4/9/2019	LTE	REHIRE	Seasonal Park Worker	Parks
4/9/2019	LTE		Seasonal Park Worker	Parks
4/9/2019	LTE		Seasonal Park Worker	Parks
4/9/2019	LTE		Seasonal Park Worker	Parks
4/20/2019	LTE		Summer Park Worker	Parks
4/8/2019	FT		Patrol Officer	Sheriff
4/8/2019	FT		Patrol Officer	Sheriff
4/10/2019	PT	REHIRE	Substitute Aide	Syble Hopp
4/24/2019	FT		Teacher Aide	Syble Hopp
4/1/2019	LTE		Horticulture Assistant	UW Extension
4/1/2019	LTE		Invasive Species Coordinator	UW Extension
4/15/2019	LTE		Life Skills Educator	UW Extension
4/15/2019	LTE		Adventure Park Guide	Zoo
4/8/2019	LTE		Adventure Park Guide	Zoo
4/13/2019	LTE		Adventure Park Guide	Zoo
4/1/2019	LTE		Zoo Concessionaire	Zoo
4/1/2019	LTE		Zoo Concessionaire	Zoo

Brown County Turnover Report Cont'd

TERM	STATUS	RSN	POSITION	DEPT
4/12/2019	FT	RT	Financial Specialist	Airport
4/26/2019	FT	VR	Economic Support Specialist	HHS
4/26/2019	FT	VR	Social Worker/CM	HHS
4/23/2019	FT	DIS	Social Worker/CM	HHS
4/30/2019	FT	DIS	Social Worker/CM	HHS
4/17/2019	O/C	DIS	C.N.A	HHS-CTC
4/19/2019	FT	VR	Charge Nurse	HHS-CTC
4/25/2019	FT	DIS	Hospital/Nursing Home Admin	HHS-CTC
4/19/2019	O.4	VR	LPN	HHS-CTC
4/15/2019	O/C	VR	LPN	HHS-CTC
4/11/2019	PT	VR	RN	HHS-CTC
4/9/2019	O/C	DIS	RN	HHS-CTC
4/9/2019	O/C	DIS	RN	HHS-CTC
4/10/2019	LTE	VR	Lead Park worker	Parks
4/22/2019	LTE	VR	Summer Park Worker	Parks
4/14/2019	FT	VR	Resource Recovery Associate	Port
4/9/2019	FT	DIS	Facility Worker	PW-Facilities
4/18/2019	FT	VR	Correctional Officer	Sheriff
4/25/2019	FT	VR	Enterprise System Analyst	TS
4/23/2019	LTE	VR	Adventure Guide	Zoo

COMMENTS:	TALLY:
Retirement	1
Personal Reasons	3
Other Job Offer	1
Not A Good Fit	3
None Given	9
End of assignment	3

YTD Applications:	
YTD Requisitions:	
Applications per Req. (2018):	

FROM				TO			
TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT	DEPT
4/1/2019	PT	Social Worker/CM	HHS	FT	Social Worker/cm-CPS ongoing	HHS	
4/15/2019	FT	Social Worker/CM	HHS	PT	Social Worker/cm-CPS	HHS	
4/7/2019	FT	Clerk III/data control	HHS	FT	Clerk II/Data Control	HHS	
4/1/2019	FT	Court Supervisor	HHS-CTC	FT	Human Services Manager (Crim)	HHS	
4/1/2019	FT	Real Estate Specialist	Register of Deeds	PT	Real Estate Specialist	Register of Deeds	
4/9/2019	LTE	Ski Concessionaire	Parks	LTE	Lead Park Worker	Parks	
4/8/2019	FT	Clerk/Typist I	Child Support	FT	Child Support Clerk	Child Support	
4/7/2019	LTE	Medical Examiner	Medical Examiner	FT	Medicolegal Investigator	Medical Examiner	
4/5/2019	O.4	C.N.A	HHS-CTC	O.6	C.N.A	HHS-CTC	
4/5/2019	O.2	C.N.A	HHS-CTC	O.4	C.N.A	HHS-CTC	
4/29/2019	FT	Emergency Management Coord	Public Safety	FT	Public Health Educator	HHS-Health	
4/29/2019	FT	Account Clerk I	Treasurer	FT	Interim Financial Specialist	Treasurer	
4/26/2019	FT	Economic Support Specialist	HHS	PT	C.N.A	HHS-CTC	

VI. Budget:



Budget by Organization Report - UNAUDITED

Through 03/31/19
Prior Fiscal Year Activity Included
Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Department 064 - Human Resources									
Division 001 - General									
Property Taxes	\$39,563.00	.00	\$39,563.00	78,296.92	.00	234,890.76	704,672.24	25	1,352,599.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	159.00	.00	495.00	1,505.00	25	2,145.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	++	13,049.00
Division 001 - General Totals	\$41,563.00	\$0.00	\$41,563.00	\$78,455.92	\$0.00	\$235,385.76	\$706,177.24	25%	\$1,368,593.00
Department 064 - Human Resources Totals	\$41,563.00	\$0.00	\$41,563.00	\$78,455.92	\$0.00	\$235,385.76	\$706,177.24	25%	\$1,368,593.00
REVENUE TOTALS	\$41,563.00	\$0.00	\$41,563.00	\$78,455.92	\$0.00	\$235,385.76	\$706,177.24	25%	\$1,368,593.00
EXPENSE									
Department 064 - Human Resources									
Division 001 - General									
Personnel Costs	669,168.00	.00	669,168.00	57,360.55	.00	179,760.38	489,407.62	27	907,459.73
Operating Expenses	272,395.00	.00	272,395.00	15,533.51	2,220.00	\$7,036.89	213,138.11	22	223,525.23
Division 001 - General Totals	\$941,563.00	\$0.00	\$941,563.00	\$72,894.06	\$2,220.00	\$236,797.27	\$702,545.73	25%	\$1,130,984.96
Department 064 - Human Resources Totals	\$941,563.00	\$0.00	\$941,563.00	\$72,894.06	\$2,220.00	\$236,797.27	\$702,545.73	25%	\$1,130,984.96
EXPENSE TOTALS	\$941,563.00	\$0.00	\$941,563.00	\$72,894.06	\$2,220.00	\$236,797.27	\$702,545.73	25%	\$1,130,984.96
Fund 100 - General Fund Totals									
REVENUE TOTALS	\$41,563.00	.00	\$41,563.00	\$78,455.92	.00	\$235,385.76	\$706,177.24	25%	\$1,368,593.00
EXPENSE TOTALS	\$941,563.00	.00	\$941,563.00	\$72,894.06	2,220.00	\$236,797.27	\$702,545.73	25%	\$1,130,984.96
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$5,561.86	(\$2,220.00)	(\$1,411.51)	\$3,631.51		\$237,608.04
Grand Totals									
REVENUE TOTALS	\$41,563.00	.00	\$41,563.00	\$78,455.92	.00	\$235,385.76	\$706,177.24	25%	\$1,368,593.00
EXPENSE TOTALS	\$941,563.00	.00	\$941,563.00	\$72,894.06	2,220.00	\$236,797.27	\$702,545.73	25%	\$1,130,984.96
Grand Totals	\$0.00	\$0.00	\$0.00	\$5,561.86	(\$2,220.00)	(\$1,411.51)	\$3,631.51		\$237,608.04

VII. Other:

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive